Woodstock Town Council Meetings
from May 2024 until February 2026

This document contains Minutes from 39 meetings
and contains 223 pages

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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 Town Council meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th May at 7pm

Cllrs. present: Nick Manby-Brown (Outgoing Mayor), Linda Addis, John Banbury, Julian Cooper, Ann Grant, Elizabeth Martin, Martin Nethercott, Mathew Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk) and OCC Cllr A Graham

Chair for the Meeting: Cllr Manby-Brown **Members of the public attended:** 9

24/05/01 WTC	**1 - Election of Town Mayor and the Signing of Declaration of Acceptance of Office** Before the election of the new Town Mayor, the outgoing Mayor welcomed the attendees and informed them that the meeting was being recorded both visually and audio. He then read from an email from WODC to clarify that until the new Mayor is elected the outgoing Mayor holds the position of office until their successor is elected regardless if they stood for re-election. He then welcomed the new Councillors and asked if everyone at the table could introduce themselves which they duly did. Before requesting nominations for Mayor he said that he was proud and privileged to have been Mayor and that it had been an honour. The retiring Mayor called for nominations. Cllr Banbury was nominated by Cllr Poskitt and seconded by Cllr Copper Cllr Grant was nominated by Cllr Parkinson and seconded by Cllr Parnes The nominations were put to the vote in the order they were nominated. Cllr Banbury received 5 votes and was therefore elected as Mayor Cllr Banbury signed the acceptance of the Office form and addressed the Council with suggestions for how the new Council could move forward.
24/05/02 WTC	**2 - Election of Deputy and the Signing of Declaration of Acceptance of Office** The Mayor called for nomination for the Deputy Mayor Cllr Grant was nominated by Cllr Parkinson and seconded by Cllr Poskitt. There being no other nomination Cllr Grant was duly elected as Deputy Mayor. Cllr Grant signed the acceptance of Office form
24/05/03 WTC	**3 - Apologies for Absence** Apologies were received from Cllrs Burr and Spencer Churchill As they were not present to sign their Acceptance of Office is was proposed by Cllr Parkinson and seconded by Cllr Grant that: The council agrees to Cllr Burr and Spencer Churchill signing their acceptance of Office statement at the next meeting Tuesday 28th May 2024 **Decision** This was **agreed** unanimously.
24/05/04 WTC	**4 - Declarations of Interests** Item 10 Planning – Cllr Cooper as he is a member of WODC Uplands Committee and also knows the applicant for item 10c Cllr Grant as she knows the applicant for item 10c Cllr Poskitt as she is a member of WODC
24/05/05 WTC	**5 - Minutes of Previous Meetings** To consider for approval of the Minutes of the Town Council Meeting held on 16th April 2024. **Decision**

	The minutes of the meeting held on Tuesday 16th April were **agreed** with one amendment and the Mayor duly signed the minutes as true and accurate record
	The Mayor proposed that due to the importance of Items 9,10,11 and 12 that they be brought forward on the agenda. The was **agreed** unanimously
24/05/06 WTC	**9 – Finance** a) To approve the renewal of the Council Insurance (Quotes to be provided) Due to quotes not being received this the item was **deferred** until the meeting of Tuesday 28th May 2024 b) To approve the renewal of the annual subscription to Adobe at a cost of £238 inc VAT **Decision** It was **agreed** that the Council would renew the annual subscription to Adobe at a cost of £238 inc VAT
24/05/07 WTC	**10 - Planning** To consider the Council's response to the following planning applications: - a) App 24/00867/HHD – 88 Manor Road - Erection of a single storey rear extension It was **agreed** that the Council has no objections to the application b) App 24/00639/ADV – 34 High Street - Erection of a free standing display screen internally within the shop front • The Council declared and interesting this application as Breckon and Breckon are their Property Agents • The Council wished to make one comment that the internal screen should have time restrictions on it is in use. It was **agreed** that the Council has no objections to the application but would make the above comment. c) App 24/00770/HHD – 58 Banbury Road - Erection of single storey rear, side and front extensions. Conversion of loft space to create additional living space, with addition of dormer to rear roof slope. Formation of vehicle access and parking area to front of property. • Cllr Grant took no part in this discussion • The council had no objections to this application but noted that due to the narrowness track between this property and the neighbouring property access should not be used for construction vehicles. It was **agreed** that the Council has no objections to the application but would make the above comment regarding construction access. d) App 24/00987/HHD – 15 Cadogan Park - Erection of single and two storey rear extensions and new chimney It was **agreed** that the Council has no objections to the application The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item and this was **agreed** unanimously
24/05/08 WTC	**11 - Motion** To Consider the following motion by Cllr Parnes seconded by Cllr Grant *Woodstock Town Council acknowledges its appreciation for the helpfulness and work of the West Oxfordshire District Council's Returning Officer and the Electoral Services team, the Democratic and Legal Services team, and the casual staff at the polling stations and election count, for their helpfulness and dedication in this month's elections and during the preceding recent weeks.* **Decision** It was **agreed** that WTC would write to WODC thanking them for their work during the elections. This was agreed unanimously
24/05/09 WTC	**12 - Town Clerk Cover** a) To approve a temporary Proper Officer Although the Clerk has resigned from the Council she agreed to continue on a temporary basis while the recruitment process is taking place. But she would be reducing her hours to

	only be working on a Wednesday and this would be for between 4-6 hours and she would also cover meetings. **Decision** It was **agreed** to the temporary extension to the Clerk contract. b) To agree which two Councillors will have temporary access to the Clerks email. As the Clerk was staying temporarily this item was not needed
	The council then returned to the rest of the Agenda starting with item 6
24/05/10 WTC	**6 - Appointment of Members to Committees, Working Groups and other WTC Roles** To Appointment Members to the following Groups: - Note: The recommended number of members for each committee, group etc is in brackets. a) Finance and Assets Working Group (5) A discussion took place and it was proposed that the Council would not to continue with a Finance and Asset Working Group and Cllr Parkinson proposed the following: - i) A Council Member of Finance (CMfF) be appointed ii) A Council Member for Property (CMfP) be appointed iii) The asset register as per Financial regulation be overseen by the RFO iv) The s106 provision should come under finance v) Grants to come under finance These proposals were put to the Council. **Decision** i) Cllr Poskitt put herself forward to be CMfF This was **agreed** unanimously ii) The Mayor (Cllr Banbury) proposed Cllr Grant for the position of CMfP seconded by Cllr Cooper. This was **agreed** unanimously iii) The asset register as per Financial regulation be overseen by the RFO This was **agreed** unanimously vi) The s106 provision should come under finance This was **agreed** unanimously b) S106 Working Group It was **agreed** that the s106 provision should be included under Finance c) Grants Working Group (3-4) No decision made d) Staffing Working Group (5) It was **agreed** that Cllrs Grant, Martin and Poskitt form the Staffing Working Group e) Environmental Working Group (5) It was **agreed** that Cllrs Grant, Nethercott, Parkinson and Parnes form the Environment Working Group f) Website, Social Media and Newsletters Working Group (2-5) It was **agreed** to defer this to a future date g) Christmas Lights Working Group (2-3) The council **agreed** that the Christmas Lights and the Events working Group should be amalgamated. h) Events Working Group (2-5) The council **agreed** that the Christmas Lights and the Events working Group should be amalgamated and that Cllrs Addis, Cooper and Martin form the Events Working Group. i) Emergency Planning & Counter Terrorism (2) It was **agreed** that the group would be renamed Emergency Action Group and the Mayor Cllr Banbury and the Deputy Mayor Cllr Grant form the Emergency Action Group

	j) OALC (1) It was **agreed** that the Mayor Cllr Banbury would be the responsible Councillor. k) International Connections (1) It was **agreed** that the Mayor Cllr Banbury would be the responsible Councillor As there are still vacancy on some groups it was agreed this would discussed at the next council meeting The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item. This was **agreed** unanimously
24/05/11 WTC	**7 - Appointment of Members to Serve on Joint Ventures and Outside Bodies** The recommended number of members are in brackets Joint Ventures: - a) Traffic Advisory Working Group (3) It was **agreed** that Cllrs Parkinson, Parnes and Nethercott would represent the Council b) Community Development Group (3) It was confirmed that this was a 3 year projected that has now been completed Cllr Grant suggest reinstating the Town and Palace dialogue meetings. Mayor disagree announced he had an appointment with Dominic Hare of Blenheim Estate and he would investigate the possibility of reinstating such a group where the public were also involved and he would report back to council c) WODC Parish/Town Liaison (1 + Town Clerk) It was **agreed** that the Mayor Cllr Banbury and the Clerk would represent the Council d) Stop Botley West Group (3) Cllrs Banbury, Parnes and Spencer-Churchill It was **agreed** that the Mayor Cllr Banbury and Cllr Parnes would represent the Council e) Public Transport (2) It was **agreed** that Cllrs Parkinson and Nethercott would represent the Council f) Bloom (1) It was **agreed** that Cllr Poskitt would represent the Council g) A44 Group (2) Item **deferred** h) Relief in Need (1) It was **agreed** that Cllr Poskitt would represent the Council i) Exhibition Fund (1) It was **agreed** that Cllrs Poskitt and Martin would represent the Council j) Oxford Airport Consultant Committee (1 + authorised stand in) It was **agreed** that Cllrs Parnes and Spencer Churchill would represent the Council k) Village Travel Network (1) It was **agreed** to amalgamated this group with Traffic Advisory Group l) Other groups not listed above No other groups identified The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item This was **agreed** unanimously
24/05/12 WTC	**8 - Review of Professional Bodies Used by Woodstock Town Council** To note that the professional bodies currently used by WTC are: - a) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth) **Noted** b) Property Agent – Breckon & Breckon (contract expired 23/24) **Noted** c) Bank – Unity Trust Bank **Noted**

	d) Investments – The Public Sector Deposit Fund managed by CCLA **Noted** e) Internal Audit – Mulberry and Co **Noted** The clerk informed the Council the internal auditor was due to visit in June f) Payroll Services - KBDR **Noted** g) Employment & HR Advisors – Peninsula Ltd **Noted** h) Fire Safety Equipment – Chubb Fire (rolling contract) **Noted** i) Data Protection Officer Service - Satswana Limited (annual contract renewal June 24) This item deferred to the meeting of Tuesday 28th May 2024 j) IT Support/Provision – Microshade (Citrix/Emails), Netwise (Website), BT (Broadband & Phones) **Noted** k) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25) **Noted** l) Tree Management – Boward Trees Ltd, Top Leaf Tree Services **Noted** m) Weed Control – Complete Weed Control **Noted** n) General Maintenance – Acorn Fencing **Noted** o) Grass Cutting – N Prickett (contract for 3 years expires April 27) **Noted** p) Water Meadow Management Plan – BBOWT (5 year plan expires Sept 27 **Noted**
24/05/13 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 Parkinson It was **agreed** to move the meeting into Confidential session. The recording device was turned off.
24/05/14 WTC	**14 – Staffing** a) To approve paying the RFO and Caretaker for leave they were unable to take during 23/24 The Clerk circulated a confidential pink paper for consideration The council considered the request. Cllr Grant stated that a close eye must be kept on this in the future so such a situation did not happen again **Decision** It was **agreed** unanimously to pay the following sums as payment for untaken leave: - £569.19 to the Caretaker and £1121.40 to the RFO together with the relevant pension contribution. b) To receive and update on the recruitment of a new Town Clerk and agree any actions. The Clerk informed the Council that there had been 2 completed applications received. Cllr Grant proposed the Clerk join the interview panel so that the Council would benefit from her expertise. **Decision** It was **agreed** that Cllrs Poskitt, Grant and Martin would review the application forms and that the interview panel would be Cllrs Poskitt, Grant, and Martin and the Clerk
24/05/15 WTC	**15 - Civil Claim** 8.40pm The meeting was adjourned 8.46pm The meeting reconvened It was request to remove the item from the agenda unless there was anything to report.
24/05/16 WTC	**16 - Close Meeting** The meeting closed at 8.48pm

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 28th May 2024 at 7pm

Cllrs. present: John Banbury (Mayor), Linda Addis, Helen Burr, Ann Grant (Deputy Mayor), Elizabeth Martin, Matt Nethercott, Sharone Parnes, Elizabeth Poskitt and James Spencer-Churchill

In Attendance: Karen Howe (Clerk)

Chair for the Meeting: Cllr John Banbury **Members of the public attended:** 7

24/05/17 WTC	**1 - Apologies for Absence** Apologies received from Cllr Cooper. Cllr Parkinson did not attend the meeting
24/05/18 WTC	**2 - Acceptance to Office** To complete the deferred Acceptance of Office forms The acceptance of office were duly signed by Cllrs Burr and Spencer-Churchill During the item Cllr Spencer-Churchill congratulated Cllr Banbury on being elected Mayor, Cllr Grant being elected Deputy Mayor and Cllr Poskitt on being elected as Chair of WODC
24/05/19 WTC	**3 - Declarations of Interests** Item 8 Planning Cllr Poskitt as she is a member of WODC Item 10 Church Clock Cllrs Grant and Poskitt due to CofE religious persuasion Cllr Parnes although not of CofE persuasion he declared having a close friend who is
24/05/20 WTC	**4 - Public Speaking and Question Time** 3 members of the public addressed the Council Speaker 1 spoke regarding the Water Meadow Policy and said the water meadows is valuable place and should be protected and asked if the Council could in the future re-consider passive paths to the new orchard. Speaker 2 spoke regarding item 17ii Stop Botley West Group concerns was raised concerning Cllr Spencer-Churchill private interests and how they may affect his position on outside bodies such as transport and Stop Botley West. Speaker 3 spoke regarding the detriment being caused to businesses by the parking scheme. The Mayor asked for a Councillor to bring the issue to the next meeting and Cllr Addis agreed to do this.
24/05/21 WTC	**5 - Minutes of Previous Meetings** To consider for approval the Minutes of the Town Council held on 14th May 2024 **Decision** The minutes of 14th May 2024 were approved with amendments as a true record of the meeting and signed by the Mayor. The council agreed with Clerks request that she make the amendments and the Mayor sign the minutes the next morning
24/05/22 WTC	**6 - County and District Councillor's Report** To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> The Clerk apologised for not circulating the report. Cllr Graham reported the following: - **Oxford United Stadium**: 'Heads of terms' have been agreed between Oxfordshire County Council and OUFC for the lease of land near Kidlington owned by OCC and proposed to be the site of OUFC's new home. A number of other key legal and partnership agreements still need to be made, including planning permission from Cherwell District Council and the production of a net zero carbon plan. **Boost to cycling:** OCC has approved its map for a 'Strategic Active Travel Network (SATN)'. The map has straight line walking and cycle routes between settlements in Oxfordshire and towns/villages in neighbouring counties.

	Mission to eliminate road deaths: A package of measures aimed at eliminated deaths and serious injuries on Oxfordshire's roads by 2050 ('Vision Zero') have been approved. Every 2 years there are currently approximately 30 deaths and 245 serious injuries on Oxfordshire's roads. The programme has £4 million in funding for projects to be delivered by 2026. **Community transport grants 2024-25:** OCC is inviting parish/town councils to bid for community transport grants from a pot of £150,000. Last year, Watlington Parish Council was awarded a grant for a transport study. Applications from successful bidders in 2023-2024 will not be considered to give opportunity for other areas to benefit also. **Road closures:** As we approach the summer season, we will see increased work to the road network. You can keep up to date with One Network and OCC's map tool for major highway maintenance. **Traffic disruption Blenheim Game Fair** The traffic management has been agreed and it is hoped this will be successful but there will be a lot of traffic coming to the area. **Park and Ride to Oxford** The cost is being kept a £4 to encourage the use of the Park and Ride facility The Mayor request that the Parking concerns be relayed back to OCC. For Cllr Graham to meet with Cllr Burr regarding Public Transport and with Mr Lally the Post Master regarding the Parking issues. Cllr Graham agreed to do this. Cllr Parnes asked Cllr Graham if regarding the parking the promised economic impact survey could be done. Cllr Graham asked the Cllr Parnes emailed him on this subject and went on to say he felt emails to him with questions is the best way of communication. <u>WODC Report</u> Cllr Poskitt informed the Council that she had received an email from Catherine Bishop organiser of the Game Fair which will be at Blenheim 26th -28th July who wished to invite anyone that would like to discuss things about the Game Fair to a resident informal meeting at the Stable Café between 6-8 pm on Tuesday 4th June 2024. Please let her know if you would like to attend Cllr Poskitt will circulate the email and request someone to put it on We Love Woodstock
24/05/23 WTC	**7 - Mayor's & Clerks Reports** To receive an oral report from the Mayor and a report from Clerk. <u>Mayor's Report</u> The Mayor had nothing to report <u>Clerk's Report</u> The Clerk reminded Councillor that they needed to send their register of interest in to west Oxfordshire by 4th June. She also advised that she has a Councillor Guide which she said she would circulate tomorrow when she was next in the office. She advised that there is a headstone in one of the Cemeteries that needs to be laid flat. It is very heavy so we need to get professional help to make it safe. The RFO has contacted a company and it is expected that the cost will be in the hundreds and once a quote has been received she would deal with it via delegated powers as it is a health and safety risk.
24/05/24 WTC	**8 – Planning** To consider responses to the following planning applications: - a) 24/01268/FUL – 31 Oxford Road, Woodstock Erection of double carport with minor conjunctive alterations to planning consent 23/01186/FUL (part retrospective) It was **agreed** that the Council has no objections to the application but would submit the comment reiterating WTC previous comments regarding the protection of the established Cedar tree - b) 24/00983/FUL - Feathers Hotel 16-20 Market Street, Woodstock Erection of a single storey rear extension It was **agreed** that the Council has no objections to the application but would submit the comment asking that a construction management plan be put in place to ensure the least disruption to the Town as possible. c) 24/00984/LBC – Feathers Hotel 16-20 Market Street, Woodstock Internal and external alterations to include the erection of a rear single storey extension It was **agreed** the response would be the same as for application 24/00983/FUL

	To note the following appeal outcome: - d) 23/02843/HHD – 22 Flemings Road, Woodstock – Erection of a boundary fence Appeal dismissed Item was **noted**
24/05/25 WTC	**9 - Finance** a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th April 2024 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £411,300.89 for the period ending 30th April 2024 and for the Mayor duly sign the reconciliation b) To note the Payments Report for April 2024 Payments of £23,441.64 inc VAT of £2,2021.59 for April 2024 were **noted.** Cllr Parnes asked about the payment of £286 for the Church Clock and was told it was for the servicing of the clock in 23/24 c) To note the Receipts Report for April 2023 Receipts of £92,500.19 for April 2024 were **noted.** d) To note the Cost Centre Report for April 2024 The report was **noted.** e) To confirm and approve the bank signatories **Decision** It was **agreed** that Cllrs Addis, Banbury, Grant, Parkinson and Poskitt would be signatories for the Unity Trust Bank online banking account, f) To approve the insurance quote from Zurich for £15,862.07 for the period 1st June 2024 to 31st May 2025 **Decision** It was **agreed** to **approve** the quote from Zurich of £15,862.07 for the period 1st June 2024 to 31st May 2025. After the decision Cllr Grant asked is there was any possibility of a 3 or 5 year fixed agreement at this cost. The Clerk said she would ask the RFO to ask Zurich.
24/05/26 WTC	**10 - Clock Repair** To consider a request from St Mary Magdalene's Church to pay for the repairs to the Church Clock at a cost of £1,187+VAT (Report Provided). Discussion took place about the budget that this could be funded from and the clerk advised that the grants budget would be the recommendation. There were concerns about the amount of money that had already be spent supporting the Church and this would take the figure to over £3,000. It was suggested that the Church could be asked to match fund the works. Cllr Parnes proposed the following amendment which was put to a vote: - To convey our support but to ask that the Church try other funding sources prior to WTC considering the matter. For – 2 Against – 4 Abstaining – 2 **Amendment Unsuccessful** Cllr Poskitt proposed the following amended motion which was put to the vote: - To pay for the repairs as requested and to work with the Church to seek grants towards future repairs and for the repairs to be funded from reserves. For – 7 Against – 2 **Decision** It was **agreed** to pay £1,187+VAT for the cost of the repairs to the Church Clock and for it to be funded from reserves. And to support the Church with seeking future grants. After the decision Cllr Martin offered to help the Church with grant bid writing.
24/05/27 WTC	**11 - Playground Repairs** To approve the quote from Wicksteed for urgent repairs at: - a) New Road Playground at a cost of £1,309.62+VAT b) Budds Close at a cost of £187.50+VAT And to approve; - c) The purchase of additional of woodchip for the playgrounds from CPA Horticulture at a cost of £295.94 inc VAT for 3,600lt (60x60lt bags) including delivery. The Mayor proposed the item and it was seconded by Cllr Grant **Decision** It was **agreed** to approve the quotes from Wicksteed of £1,309.62+VAT for repairs at New Road and £187.50+VAT for repairs at Budds Close and for the purchase of 3000lt (60x60lt bags) of woodchip at a cost of £295.94 inc VAT and delivery.

24/05/28 WTC	**12 - Bin Request** To consider a request to install an additional waste/dog bin at Park View on the footpath that leads to the school. During in the discussion Cllr Parnes pointed out that sometime ago a request had been made by residents for a Bin in Samsons Lane. It was also commented that Cllr Parkinson had previous carried out a bin survey. The Clerk also informed that Council that there were other companies that offer a bin emptying service which would much cheaper than our current company. At 8.24 Cllr Spencer-Churchill left the meeting. The Council agreed with the suggestion of a bin at Park View on the footpath that leads to the school but would look into other areas that needed bins using the survey that had previously been carried out before deciding. It was suggested that the Clerk produce a report on the bins which covers the cost involved in purchasing new bins and the options available for emptying the bins WTC are responsible.
24/05/29 WTC	**13 - Tree Survey** To discuss if the Council needs to have a tree survey carried out this year. **Decision** It was **agreed** that Council should arrange for a tree survey to be carried out.
24/05/30 WTC	**14 - Satswana** To consider continuing with the service provided by Satswana. **Decision** It was **agreed** to renew the contract for a further 12 months
24/05/31 WTC	**15 - Co-option of New Councillors** a) To consider for adoption the Co-option Policy **Decision** It was **agreed** to adopt the Co-option Policy b) To discuss arrangements for advertising the current vacancy on the Council Cllr Poskitt stated that is was perfectly okay for all councillors to inform any resident of the casual vacancy. The Councils Facebook page had temporarily been suspended until a new permanent Clerk is in place. Cllr Martin offered to share the vacancy on other platforms. **Decision** It was **agreed** that the vacancy would be advertised on all the local notice boards and on the council website
24/05/32 WTC	**16 - Water Meadow Policy** To consider for adoption the Water Meadows Policy Due in the discussion it was suggested that the wording could be slightly friendlier and it was also said it was a good starting point. It was commented that EWG will discuss the policy going forward. Cllr Burr offered to be on the Environmental Working Group. **Decision** It was **agreed** to adopt the Water Meadows Policy
24/05/33 WTC	**17 - Working Groups and Outside Bodies** a) To agree that Cllr Spencer-Churchill joins the following working groups/outside bodies: - i. The Environmental Working Group ii. Stop Botley West Group iii. Oxford Airport Consultation Committee There were concerns raised about Cllr Spencer-Churchill being a on the Stop Botley West Group. The Mayor said he would discuss this with Cllr Spencer-Churchill **Decision** It was **agreed** that Cllr Spencer-Churchill would join the Environmental Working Group and the Oxford Airport Consultation Committee and that Cllr Burr would join the Environmental Working Group. b) To agree that Mr Maurice Parkinson (voluntary warden for the Water Meadows) joins the Environmental Working Group. **Decision** It was **agreed** that Mr Maurice Parkinson join the Environmental Working Group.
24/05/34 WTC	**18 - Exclusion of Press and Public** Prior to this voting on this item the Mayor called for agreement to extend the meeting for a further 15 minutes

	Decision It was **agreed** to extend the meeting. 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**.** The meeting was than asked to vote to exclude the press and public. Proposed by Cllr Addis Seconded by Cllr Grant It was **agreed** to exclude the press and public.
24/05/35 WTC	**19 - Property** To consider the recommendation within the report 1) The budgeted requirement for the work in the report had not been earmarked in the 24/25 budget. The works were not carried out in 23/24 and the underspend at the end of the year was moved to reserves. £22,000 is sitting in reserves and is the suggested area of the budget for the following work to be funded Motion: Proposed by Cllr Grant seconded by Cllr Parkinson • WTC accepts the kind offer from the contractor to adhere to the original quote of Internal redecoration of entrance and staircase £5,460 ex VAT • Redecoration of Reception Office £3,275 ex VAT and agrees to the work being carried out from October 2024 onwards. Total cost £8735 + VAT **Decision** It was **agreed** to approve the quotes of £5,460+VAT for the redecoration of the entrance hall and staircase and £3,275+VAT for the redecoration of the reception officer 2) Recommendation: WTC agrees to the partition in the Ground Floor Office be removed and flooring made good providing adequate budgetary provision is available and to include the redecoration of room 13 to generate a source of income in the future letting it as a small meeting room **Decision** The recommendation was **agreed**
24/05/36 WTC	**20 - Civil Claim** To receive an oral update on the ongoing Civil Claim The Clerk provided an update and the Council agreed to continue defending their position.
24/05/37 WTC	**Close Meeting** The meeting closed at 9.15pm

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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 18th June 2024 at 7pm

Cllrs. present: Linda Addis, Helen Burr, Julian Cooper, Ann Grant (Deputy Mayor), Elizabeth Martin, Matt Nethercott, Mathew Parkinson and Sharone Parnes

In Attendance: Karen Howe (Clerk)

Chair for the Meeting: Cllr Grant (Deputy Mayor) **Members of the public attended:** 7

24/06/01 WTC	**1 - Apologies for Absence** Prior to the item the Deputy Mayor opened the meeting welcoming Councillor and members the public. She explained the Mayor Cllr Banbury was on holiday and she would be chairing the meeting and the meeting was not being recorded or filmed by the Council as the apparatus would not work Apologies received from Cllrs Banbury, Poskitt and Spencer-Churchill and OCC Cllr Graham
24/06/02 WTC	**2 - Declarations of Interests** Declarations of interest received from: - Item 5 Planning – Cllr Cooper as he is a member of WODC Uplands Committee
24/06/03 WTC	**3 - Public Speaking and Question Time** 1 member of the public addressed the Council regarding the new consultation being carried out by Botley West Solar and urged the Town Council to feed back on the need for community benefits. They were concerned that councils would be walking into accepting the £50,000 per year offered. They then went onto refer to the £5,000 per mw per year that has been secured by windfarms and if this figure was used the total would be £168m compared to £2m. Cllr Martin asked for a copy of the speaker report to be circulated and the speaker said she would email it to the Clerk.
24/06/04 WTC	**4 - County and District Councillor's Report** To receive the monthly reports from OCC and WODC Councillors Due to the purdah period no reports were received.
24/06/05 WTC	**5 - Planning** To consider responses to the following planning applications: - a) Application: 24/01381/HHD 12 Cadogan Park Removal of existing garage and conservatory. Works to include construction of single storey side extension to create storage shed, new bay window to front elevation, new roof over rear extension, re-cladding external walls in stonework, raising roof height to provide additional accommodation at first floor and alterations to fenestration. It was **agreed** that the Council has no objections to the application b) Application: 24/01309/HHD 4 Taylors Close Erection of single-storey rear extension to form family room and kitchen, loft conversion with front dormers and rear roof lights. It was **agreed** that the Council has no objections to the application At 19.10 Cllr Burr joined the meeting. c) Application: 24/01385/HHD 10 Rose Drive Proposed loft conversion with small pitched roof dormers and roof windows. It was **agreed** that the Council has no objections to the application d) Application: 24/01201/HHD 33 Robinson Avenue Erection of a single-storey rear extension to provide a summer room. e) Application: 24/01249/FUL Land East Of Woodstock Oxford Road Change of use from Use Class A1, A2, B1, D1 to Use Class E (Commercial, Business and Services) for 12 no. units, comprising 884sqm of floorspace During the discussion about the change of use class possible effecting the Town it was pointed out by the Clerk that Use Classes referred to had been revoked and replace with Use Class E and

	this new Use Class covered the same uses as A1,A2, B1 etc. Concerns were also raised about parking, noise levels and the effect on Town Centre. It was **agreed** that the council has no objections to the application and would submit a comment covering concerns about parking, noise and affecting on the Town Centre. f) Application: 24/01258/CLP 25 Boundary Close Certificate of Lawfulness (Construction of dormer to rear and addition of 2 Velux windows to front slope) It was **agreed** that the Council has no objections to the application g) Application: 24/01215/HHD 106 Oxford Street Erection of single-storey rear extension It was **agreed** that the Council has no objections to the application h) Application: 24/01485/HHD 12 Wheeler Avenue Proposed loft conversion with small pitched roof dormers and roof windows It was **agreed** that the Council has no objections to the application i) New premises licence application for 1 Market Place It was **agreed** that the Council has no objections to the application
24/06/06 WTC	**6 - Finance** a) To receive a report from RFO i) Zurich Insurance has offered a three-year term at a discount of £1,546 per year reducing the annual premium of £15,862.07 to £14,315.37 **Decision** It was **agreed** to accept the three-year discounted cost of £14,315.37 and the insurance would be in place until 31st May 2027. ii) The end of year audit shown the need to up the Council Fidelity Guarantee from £250.000 to £500,000. The RFO had already contacted Zurich to obtain the extra insurance cost this would attract. This was **noted** iii) The RFO informed the Council that due to an oversight the due to (it was thought to be covered by direct debit) the VAT error on corporate property, VAT to the amount of £2,493.20 had not been paid. This unfortunately incurred £13.55 interest due to late payment, The total sum paid £2,506.35 on 03.06.24 This was **noted**. iv) A quote for the annual Tree Survey has been requested from Dowdeswell b) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st May 2024 **Decision** It was resolved to **approve** the Bank Reconciliation showing a balance of £412,529.53 for the period ending 31st May 2024 and for the Mayor to sign the reconciliation c) To note the Payments Report for May 2024 Payments of £17,985.96 inc VAT of £1,897.61 for May 2024 were **noted.** d) To note the Receipts Report for May 2024 Receipts of £19,214.60 inc VAT of £926.60, for May 2024 were **noted.** e) To note the Internal Auditors Report for 2023/24 and the actions within Cllr Parnes had several questions on this report and requested the Internal Auditor came to meet with the Council The Deputy Mayor due to being aware of the cost of the Audits time per hour suggested the first step would be for Cllr Parnes to email the questions to the RFO for her to obtain answers and if that was not then satisfactory then the Auditor would be asked to meet with Councillors. This was agreed by Cllr Parnes f) To approve the year-end accounts **Decision** The year-end accounts for 2023/24 were **approved** by the Council g) To consider and approve the allocation of reserves This sub item was moved to the end of Item 6 h) To consider, approve and sign section 1 (Annual Governance statement) of the AGAR for 2023/24

	As required the Clerk read out the 9 points of section 1 of the AGAR and explained that the only one to answer No to was item 7 which was in progress and this was as recommended by the internal auditor. The Mayor called for a vote which was a named vote as requested by Cllr Parnes For 7 – Cllrs Addis, Burr, Cooper, Grant, Martin, Nethercott and Parkinson Against 1 – Cllr Parnes Abstaining 0 **Decision** It was **agreed** to **approve** Section 1 (Annual Governance Statement) of the AGAR for 2023/24 and it was duly signed. i) To consider, approve and sign Section 2 (Accounting statements) of the AGAR for 2023/24 **Decision** It was **agreed** to **approve** Section 2 (Accounting Statements) of the AGAR for 2023/24 and it was duly signed j) To receive and note that the period of Public rights will commence on 20th June 2024 and ending on the 31st of July. The period of Public Rights was **noted** The meeting returned to item g g) To consider and approve the allocation of reserves Due to the extra hours being offered to the new Clerk this item was deferred until the July meeting to enable the Council to be made aware of the need to vie money to Staff Wages. The Clerk suggested Cllrs email her with suggestions for the allocation of reserves
24/06/07 WTC	**7 - Memorial Safety** To approve Banbury Memorials to make safe headstones at Hensington Road at a cost of £700 + VAT if applicable **Decision** It was **agreed** to approve Banbury Memorials to make safe the headstones at Hensington Road at a cost £700+VAT if applicable.
24/06/08 WTC	**8 - Street Naming** WODC has asked for the Councils opinion on which 2 of the following street names should be used at Land of Hill Rise: - Chambers Drive/Close, Briant Drive/Close, Walker Drive/Close and/or Keene Drive/Close. **Decision** It was **agreed** by the Council that the 2 names should be Walkers Drive and Keene Close
24/06/09 WTC	**9 - Graffiti** To consider the following motion from Cllr Parnes **Motion** Woodstock Town Council NOTES its awareness of lurid graffiti that has remained for some 10 months on a children's play apparatus at the New Road Playground and other graffiti at the site, and RESOLVES to arrange for removal of all of the graffiti vandalism that has remained since on the play apparatus, tree and sign in the New Road Playground (Cadogan Park). Cllr Parnes spoke about the motion. There was no seconder for the motion Due to the removal of most of the graffiti since the motion was submitted Cllr Parnes was as by the Deputy Mayor to withdraw the motion. It was agreed to refer the issue of the Graffiti to the Environment Working Group for discussion and recommendations to be presented to the Council at the next meeting. It was suggested that any recommendations should include the process for dealing with graffiti once reported including removal to attempted by Council staff first and if unsuccessful to employ a specialist firm to undertake the removal of the graffiti.
24/06/10 WTC	**10 - ICO and GDPR** To consider the following motion from Cllr Parnes **Motion** The Town Council notes that its Resolution in Minute WTC44/18 from 12th June 2018 remains substantially unimplemented and agrees to prioritise arrangements for its full implementation within the within the next six weeks, with external specialist assistance were necessary including comparable equivalents to a data protection and information management audit until an ICO audit can be arranged; or otherwise to implement requisite 'rescission rule' formalities in order to treat the Resolution in Minute WTC44/18 as rescinded (which the Proposer does not recommend) and thereby prevent further delays.

	The motion was seconded by Cllr Grant Cllr Parnes spoke on the motion and a discussion took place. The Clerk provided an updated on the actions take to date on of the 4 items of the resolution referred to. She said all Councillors had Council email addresses, emails contain privacy statements, the training requested has not taken place and although Councillors cannot be forced to carryout training the Staff can be required to carryout the training and the final request to ask for a ICO audit had been actioned. The ICO declined the request and suggested the Council apply for an advisory check-up. The Clerk did request an advisory check-up an this was carried out in January and the report was circulated prior to the meeting. The Clerk apologised for not share it sooner but there were special circumstances. The motion was put to a vote. Cllr Parnes requested a name vote For 1 – Cllr Parnes Against 6 – Cllrs Addis, Burr, Cooper, Martin, Nethercott and Parkinson Abstaining 1 – Cllr Grant The discussion continued and it was agreed that Satswana the Councils GDPR Officer would be asked for • Guidance of GDPR footer on emails • Guidance on the contradiction on the GDPR Polices on the Council Website It was also suggested to approach the ICO again for an audit but it was noted this could take some time as the demand is great.
24/06/11 WTC	**11 – Grants** To consider the following motion from Cllr Banbury. Motion To increase the maximum grant to any applicant to £1,000 on any one application **Item Deferred**
24/06/12 WTC	**Clerk's Spending Limit** To consider the following motion from Cllr Banbury. Motion To limit the discretionary spending by the Town Clerk to a maximum of £1000 The motion was not taken forward. Cllr Parkinson, Spencer-Churchill and Grant have been delegated to review the current Financial Regulation but due to the recent new NALC model Financial Regulation being released the group would now start afresh with the new model issued and the Clerks spending limit figure of £1000 would be included in the review. Council also agreed to Cllr Banbury also joining the review group
24/06/13 WTC	**13 - Parking** To discuss the parking problems that have arisen since the Parking Scheme has been implemented including the impact on local businesses, displaced parking, employees and volunteers and Hesington Road Car Park (Supporting papers provided) After a short discussion and guidance from the Clerk it was agreed the best course of action was for the Council to carry out their own survey on this issue. The Clerk will collate the comments and base the survey on them. It was agreed that the survey would be delivered to all households in Woodstock and available on line
24/06/14 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**.** Propose by Cllr Parkinson Seconded by Cllr Addis It was **agreed** to move the meeting into confidential session
24/06/15 WTC	**15 - Property** To consider the recommendation within the report • Cllr Grant pointed out that 4 Market Street on the report should read 2 Market Street. • The council note the tenancy on 4a Market Street, 4 Park Street and 2 Market Street had been agreed and the rent increased by the current rental market value. • The Property Agent informed the Council she would look into the cost of replacing the sub meters at 4 and 4a with independent meter and would report back to council in due course. Cllr Grant pointed out that the lock on all 3 doors to the Parlour were very worn and needed replacing. She suggested identical locks with keys being fitted to each door so that only one key would be needed to gain access and lessen the amount of keys to carry around.

	Decision It was **agreed** to replace the locks to the Mayors Parlour and for the RFO to be asked move this action forward as soon as possible as it would be within the spending allowance of the Clerk
24/06/16 WTC	**16 - Town Clerk** To approve the appointment of a new Town Clerk A report outlining the terms of employment was circulated prior to the meeting. It was also confirmed that is the applicant was approved their start date would be Monday 5th August. **Decision** It was **agreed** to appoint Valentine Lavdakov as the new Town Clerk on the terms provided in the report for this item.
24/06/17 WTC	**17 - Civil Claim** The Clerk provided an update including that the claim is now schedule for a public hearing in Oxford's Small Claims Court at 10am on the Monday the 12th August.
24/06/18 WTC	**Close Meeting** The meeting closed at 8.34pm

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 9th July 2024 at 7pm

Cllrs. Present: John Banbury (Mayor) Ann Grant (Deputy Mayor) Linda Addis, Julian Cooper, Elizabeth Martin, Matt Nethercott, Elizabeth Poskitt and James Spencer-Churchill

Chair of the Meeting: Cllr Banbury **Members of the Public 9**

The Mayor informed the Council that the Clerk was not servicing the meeting as she was attending an important meeting at WODC regarding the Botley West Solar Farm **The council agreed the minutes of the meeting to be taken by Cllr Grant**

24/07/01 WTC	1 **Apologies for Absence** Apologies were received from Cllr Helen Burr and Mathew Parkinson Oxfordshire County Cllr Graham and West Oxfordshire District Cllr Poskitt sent their apologies stating they would be a little late joining the meeting due to the Meeting at WODC regarding the Botley West Solar Farm Cllr Graham joined the meeting at 7.15pm Cllr Poskitt joined the meeting at 7.20pm
24/07/02 WTC	**2. 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 Item 7 Planning Cllr Cooper as member of Uplands Committee WODC
24/07/03 WTC	**3. Public Speaking and Question Time** 3 members of the Public addressed the Council **Speaker 1.** Welcomed the new Council and wished them every success and hoped the council could find new ways to connect with the Woodstock residents to seek their opinion of local issues, such as the Botley West Solar Farm and the need for a new Drs Surgery with the positioning of this being the Police station site and not on the Banbury Road development site. **Speaker 2** The Community Coordinator who had run the Community First Woodstock Development Project informed the Council the project had now ended and the full report would be ready to present to the Council in August **Speaker 3** Complained that the Council had not used the audio and filming device at their last 3 meetings. It was explained that there had been a problem with actually getting it to work.
24/07/04 WTC	**4. Mayor's Report** The Mayors report is attached as Appendix 1
24/07/05 WTC	**5. Minutes of Previous Meetings** To consider for approval the Minutes of the Town Council for: - **a) Meeting held on 28th May 2024** The minutes of Tuesday 28th May were agreed as an accurate record with the following amendments • Cllr present change Martin Nethercott to Matt Nethercott • Chair of the meeting from Cllr Manby-Brown to Cllr John Banbury • Item 14 change the word containing to continuing • Item 17 delete the words from Decision: stop Botley West Working Group **b) Meeting held on 18th June 2024** The minutes of Tuesday 28th May were agreed as an accurate record with the following amendments • Cllr present: change Martin Nethercott to Matt Nethercott • Item 5 e) planning add the words: It was agreed that the Council had no objections to this application and change the word effecting to affecting • Item 6e 6th line add the letter t to the word no to read not • Item 7 Decision change the word sage to safe
24/07/06 WTC	**6 County and District Councillor's Report** To receive reports from OCC Cllr Graham and WODC Councillors Poskitt and Cooper There were no written reports from Cllr Graham or Cllrs Poskitt and Cooper

24/07/07 WTC	**7. Planning To consider the Councils response to the following applications: -** **a) Application: 24/01596/HHD 10 Hensington Close** Demolition of existing garage, conservatory, and rear single-storey building. Erection of two-storey extension and single-storey rear extension. **It was agreed that the Council had no objections to this Application** **b) Street Trading Consent** for Alex Crepes on Woodstock Market Place – 1pm to 10.30pm 24th August and 25th August. **It was agreed that the Council had no objections to this Application**
24/07/08 WTC	**8. Botley Solar Farm** **The Council agreed to move items 8-9 to the end of the Agenda as Cllr Poskitt had not arrived and she was seconding the motion.**
24/07/09 WTC	**9. Botley Solar Farm Targeted Consultation** **This item moved to end of Agenda**
24/07/10 WTC	**10. Upcoming Blenheim Events** To discuss the traffic arrangements for the upcoming events and how to share details with residents. The Mayor asked OCC Councillor Graham if he could update the Council on the traffic situation for the European Political Community Summit taking place on the 18th July 2024. Cllr Graham Read from his telephone a message he had just received Planned road closures would be confirmed nearer the time. It was hoped to keep the disruption to a minimum. The day before and after the event preparations would be being put in place, such as gate, barriers to control traffic movement and these would be attended at all times by Police Officers. On the marked clearways vehicles will not be allowed to stop and there were to be other areas that would be marked no stopping. Delivery bays will be available clearly signed and marked out with traffic cones There will be a lot of Police present on foot and in vehicles. Some Bus Stops will be suspended but directions to the next available pick up would be given. There was at the moment any indication of which bus services will be available. Coming into Woodstock the get off point will be the stop near Long Close Wheelie Bin Collection will be as normal but residents are requested to bring them back in as soon as they are emptied. Any wheelie bin that is left on eth road side will be confiscated. The Mayor asked Cllr Graham to continue with his report Cllr Graham went on to say:- The yellow lines in Hensington Road will be completed by the end of July The new Nursery on Park View will be opening on 15th July 2024 Talks were still going on regarding a new library but it is hoped that it will be sited on the Hensington Road site. New Woodstock Doctors Surgery: - Talks have been going on regarding a new surgery for Woodstock and needs to be resolved I and other councillors here have been working on this and getting people around the table and have including Blenheim Estate, Doctors, WODC and OCC. We have done a visibility study on the Police station site but most of us came to the conclusion this site was not suitable. The ICP has made it difficult and as you may have seen in the Oxford Mail the Drs have sent a letter out prior to the election but the step up to the mark, with the ICB as this has been the stumbling block but now we have a new government. Now we have a new government maybe they will back up the s106 money. The ICB has been really disappointing and we Councillors are doing as much as we can as is Blenheim Estate so its back to the table to achieves a Medical Centre fit for purpose.
24/07/11 WTC	**11. Consultation** – A44 Manor Road proposed 30mph Speed Limit Extension To consider a response to the consultation to extend the existing 30mph speed limit on the A44 Manor Road at Woodstock, northwards from the junction with Hill Rise for a distance of approx. 230 metres in place of the existing 50mph speed limit. The proposal is being put forward as a result of the development of land for residential purposes adjacent to the A44 Manor Road at the northern end of Woodstock (Documents provided) **The council had no objection to this proposal**

24/07/12 WTC	**12. Doctors Surgery** To consider the following motion from Cllr Parnes regarding a recent letter from Woodstock Surgery **Motion Proposed by Cllr Parnes Seconded by Cllr Grant** *The Town Council notes the contents of a letter dated 27th June 2024 from Woodstock Surgery explaining concerns about the capacity of their current facilities and existing staff to handle the influx of patients anticipated to arise from proposals for construction of a further 500-1000 homes in our area, with foreseeable resultant effects upon patient care including upon wait times and potential closure of the patient list. The Town Council fully and unequivocally supports the GPs' call for timely and coordinated action involving West Oxfordshire and Cherwell District Councils and the Integrated Care Board to secure funding for a new surgery, strategic planning for healthcare needs, community engagement, and utilizing Section 106 agreements to ensure healthcare infrastructure development alongside housing* **Vote:** For 9 Against 0 Abstained 0 **Motion carried unanimously**
24/07/13 WTC	**13. Graffiti** To consider the following motion from Cllr Parnes **(Report provide)** ***Motion*** *Woodstock Town Council RESOLVES to arrange for removal of all of the graffiti vandalism that has remained since last year on the play apparatus tree and sign in the New Road Playground (Cadogan Park).* **This item was deferred to the ETC to be held Wednesday 24th July 2024**
24/07/14 WTC	**14. Public Letter RE European Political Community Summit** To consider the following motion from Cllr Parnes **Motion** *The Town Council Resolves to note and accept Oxfordshire County Council's (OCC) apology to the Town Council by email and "to the town council and townsfolk" as reported in the local press, for OCC's error in designating Woodstock a village instead of a town in public communications as part of preparations for the European Political Community Summit at Blenheim Palace this month.* Cllr Parnes requested a named vote **Vote** For: Cllrs Parnes, Banbury and Grant Against: Cllrs Cooper Abstained: Cllrs Addis, Martin, Nethercott, Poskitt and Spencer-Churchill **The motion was carried** The Mayor circulated his personal views on the Solar Farm (see Appendix 2)
24/07/15	**15. Environmental Working Group** To receive an update on the recent meeting of the working group and to consider any recommendations. The report had not been circulated so deferred to the ETC Wednesday 24th July 2024
24/07/08 WTC	**8. Botley Solar Farm** To consider the following motion from Cllr Martin and seconded by Cllr Poskitt (Report provided) **Motion Proposed by Cllr Martin Seconded by Cllr Poskitt** *Woodstock Town council resolves to formally raise the issue of community benefit with respect to the Botley West Solar Farm project. Specifically, I and propose that the Council:* *1. Advocate for a comprehensive review and enhancement of the community benefits package currently proposed by the developers of the solar farm.* *2. Send a formal communication to Rachel Wileman, the Director of Planning, Environment, and Climate Change, to express our collective view that the community benefit provisions must be significantly increased to ensure local residents see tangible and meaningful benefits from this development.* Cllr Grant suggested an amendment seconded by Cllr Banbury delete the words Woodstock Council resolves to I formally and I propose that the council

	Amended motion to read *Woodstock Town Council stands firm with their objections to the Botley West Solar Farm but raises the issue of Community benefit package currently proposed by the developers of the Solar Farm* *1. Advocate for a comprehensive review and enhancement of the community benefits package currently proposed by the developers of the solar farm.* *2. Send a formal communication to Rachel Wileman, the Director of Planning, Environment, and Climate Change, to express our collective view that the community benefit provisions must be significantly increased to ensure local residents see tangible and meaningful benefits from this development.* Cllr Martin accepted the suggested amendment to the motion and the amended motion was taken to the vote Vote: For 9 Against 0 Abstained 0 The vote was carried unanimously
24/07/09 WTC	**9. Botley Solar Farm Targeted Consultation** To consider the response to the recent Targeted Consultation The council agreed to defer this item until the ETC to be held on Wednesday 24th July 2024 and the response be delegated to the clerk due to experience and knowledge of this matter. Cllr Poskitt commented n the boundary moving closer to the top end of Samson's Lane and Stratford Lane due to the Roman Villa site Cllr Banbury remarked on item 21 the removal of the hedge and trees on the A4095 and possibility of it imposing on the Cattery and it seemed to be to accommodate a works areas (HDD Compound) Cllr Poskitt suggest Cllr email their comments to the Clerk to be considered at the ETC This was agreed. Cllr Grant remarked it would have been helpful if all councillors had a copy of the documentation held by Cllr Banbury, Cooper and Poskitt and suggested the councillors that have not a copy be supplied with one before the ETC The Mayor circulated his personal view report and it was agreed this should be taken into consideration when making the response to the Botley Solar Farm Targeted Consultation
24/07/16	**16. Close Meeting** The meeting closed at 8.10pm

Appendix 1

Report from the Mayor. 1st July 2024

I am sorry not to have been with you at the last Council meeting, due to long standing family arrangements. I know Councillor Grant will have handled the business in an experienced way, and am grateful to her for taking the meeting as my deputy.

Much work has been going jn behind the scenes recently to improve the standard of the Council so that it can move forward from the situation it inherited in May.

Three tasks I identified to be done as soon as possible : the appointment of a full time Town Clerk; the revision, assessment, recording and finalising of the previous administration's accounts, and the identification and bringing forward in a financially acceptable way the underspending on work not done or completed by the past Council; and to bring our Council up to full strength by co-option of a twelfth Councillor. Our grateful thanks are due to Karen and Rachel for holding things together for so long without the proper support.

The first task was to interview and appoint a full time Town Clerk. This has been done, and we hope he will join us in August. With a full staff administration will be much improved.

Preparing the final accounts and bringing forward into this financial year all our current resources was completed at the last Council meeting. This will be backed up with the proposed financial regulations (based on the Financial Regulation recommendations published by the National Association Local Councils,) which report will be discussed in detail at the August meeting of the Council. This document was written to cover all sizes and shapes of Local Councils and we will adopt measures appropriate to the size and scale of our individual Council.

On the working groups, the new Opportunities group will, I hope, work up several schemes and plan to attract Section106 monies as well as other outside sources. We know that this money is available, but only if we have workable, costed, schemes to offer. This is a priority as so many chances have slipped through the Council's hands in the past through being unprepared.

Later this month I am hoping to attract all who have a business in Woodstock, shops, offices and restaurants and hotels, to the Town Hall, to talk over all matters of concern and try to find ways the Council may help. I am considering an incentive for any new venture wishing to open in the Town.

On events, the Council will be more active. I hope the whole Council will be able to partake fully in the Remembrance Sunday parade on November 10th. The British Legion in Woodstock is, as elsewhere, unable to parade in numbers as before, but we all owe our freedom to those who fought in the two world wars, and we will never forget their bravery and sacrifice.

On Wednesday 12th December I will be holding a Mayor's Carol Service around the Town Hall Christmas tree, with Witney Town Band in attendance and a Carol Choir to lead the singing. and hopefully with seasonal refreshments. We will of course be supporting the Night of a Thousand Candles in late November as well.

I would like to have a tea party for volunteers and carers in February next year, to support all those who work in the care sector and appreciate the work they do, hopefully with Oxfordshire Age U.K (contact Troy Bryan 07827 23542)who have started initiatives around the Town, and will be available for assistance locally in many ways if contacted.

We are planning a Woodstock Open Garden event, probably at the end of May 2025, and a local sponsor has already been 'signed up'. I will hold an open meeting early in October for all who would like to take part or to help organize it.

I need support from all the Councillors and the leaders of the Town to make things happen. I look forward to a successful and forward-looking atmosphere in the Town. Those Councillors with a sense of humour will be welcome at the Town hall meeting on Saturday 20th July, at 4 pm – (which happens to coincide with he Mock Mayor celebrations)!

Appendix 2

Statement from the Mayor of Woodstock 9 July 2024

Unfortunately I cannot join your meeting today as I will be chairing my own Town Council Meeting. I have asked Councillor Cooper to present this report on my behalf.
This evening my Council will be debating a motion proposing the review of the enhancement of the community benefit with respect to the Botley West Solar Farm project.
I expect the contents of this motion will be passed by the Council .

I have considered the latest Information Change Note issued by the Botley West Solar Farm, dated June 2024. I make the following comments:

This consultation has not been widely publicized. It gives scant information, little explanation of the effect which will be apparent locally, and in a format difficult to follow or scale.

The detail is poorly described and in several cases the environmental effect is not considered. In general I find the lack of any detailed information on the proposed changes very worrying. There is no scale next to the plans drawn, no recognition of dwellings, other buildings or structures that might now be affected in any of the plans.

Item 18, locally to Woodstock on the Northern Site map, no mention is made of the effect on existing footpaths.

Item 21 on the Northern Site map, provision for the accommodation for the HDD compound, is effectively removing part of a significant hedge and felling of established tree belt in order to install a facility which is neither measured in area or scale. The verge beside the A4095 is narrow at this point. This calls for a wide entrance to be created, which will demand tree and hedge removal to gain access and egress for the large items of plant. At the southern end of this blue line is a residence and established family business which is not defined on the map and will be adversely affected by this change. The explanation states "unlikely to lead to significant adverse environmental effect". One must disagree with this statement.

As stated in the original consultation this is a reminder of the significant objections to the totality of the proposed scheme.

1) The scale of the Botley West scheme is very much based on return of investment to the major funders of the Scheme. It does nothing directly to help any of the neighbouring communities.
We may support smaller schemes which would directly give a source of power to local identified community or properties.
2) There is objection to the use of food-producing land being taken up with an industrial scheme, especially as 39% of that land is higher grade farming land. In future years we will be facing an even greater food poverty, since the increase of our population will require as much home-produced food as possible.
3) I object to the imposition of a solar panel scheme in an area which is, at a high latitude, not to benefit from sun during winter months, but work at higher production during summer with no way of storing the power produced. An average yearly return will be no more than 15% of the possible power yield.
4) I object to high protective screen fencing around each site which will:
a. prevent migration of animals and wild life permanently and destroy the natural life of the area.
b) deface the countryside by the appearance of actual structures as well as the covering of ground from the panels themselves.

John Banbury Mayor

Woodstock Town Council

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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 Wednesday 24th July at 7pm

Cllrs. present: John Banbury (Mayor), Linda Addis, Julian Cooper, Ann Grant (Deputy Mayor), Mathew Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk)

Chair for the Meeting: Cllr John Banbury (Mayor) **Members of the public attended:** 6

24/07/17	**1 - Apologies for Absence** Apologies received from Cllrs Martin and Nethercott. Cllrs Burr and Spencer-Churchill did not attend the meeting
24/07/18	**2 - Declarations of Interests** Item 5 Planning Cllrs Poskitt and Cooper as they are members of WODC
24/07/19.	**3 - Public Speaking and Question Time** To be able to extend the time for public participation to enable the representatives from Woodstock Doctors Surgery to speak it was **agreed** unanimously to suspend 3f Standing Order. Speaker 1 – A representative from Doctors Surgery explained the issue with the current surgery and that with the increase in pressure that the surgery is not fit for purpose. To help meet the need additional staff are required but there is no room to extend the current building. They said that the Police site as been looked at by the consultant who worked on the Long Hanborough Surgery and that there are tentative plans proposing a surgery on the North Woodstock site. They said that the North Woodstock site is preferred by the practice as unlike the Police site it is future proof. They said that they have to listen to patients views and parking is a big concern with patients. The explained about the letter and that it was to let people know that there is a future problem. Speaker 2 – said they were concerned about the situation and asked if a survey, poll or petition could help. Speaker 3 – said that they were worried about the Banbury Road site. There were objections with pedestrian access and safety and maybe these could stop the permission if the safety aspect could not be sorted. Speaker 4 – was concern that the impact from the new houses would be felt soon and the new surgery should be brought forward as soon as possible. Cllrs made comments including: - Concerns about vehicle access to the Banbury Road site and that it is a long way from bus stops. That public feel that the police site is more favourable. A surgery in centre of the Town would support the town trade better. The standing order was no longer suspended and the public session continued. Speaker 5 – Spoke about the Council having acknowledged Climate Change as an emergency and explained that Lets Talk Oxfordshire website has a Climate Change survey. They asked if the Council could encourage the residents of Woodstock to engage in the survey.
24/07/20	**4 - Minutes of Previous Meetings** To consider for approval the Minutes of the Town Council for 9th July 2024 **Decision** The minutes of 9th July 2024 were approved with amendments as a true record of the meeting and signed by the Mayor.
24/07/21	**5 - Planning** To consider the Councils response to the following applications: - a) **Application**: - 24/01668/NMA **Location**: - Rye Grass Woodstock **Description**: - 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 (non-material amendment to allow for alterations to the sun room, additions of heat pumps, moving of Plot 27 Front Entrance Door, Omission of Cladding on Block A West Elevation, Change to Communal and Front Entrance Door Designs, and additional Footpath to Block C) It was **agreed** that the Council has no objections to the application b) **Application**: - 24/01499/LBC **Location:** - 5A Market Place Woodstock **Description:** - Erection of barbers pole to front elevation (retrospective) It was **agreed** that the Council has no objections to the application c) **Application:** - 24/01701/HHD **Location:** - 42 Banbury Road Woodstock **Description:** - Erection of single-storey rear extension It was **agreed** that the Council has no objections to the application d) **Application:** - 24/01677/HHD **Location:** - 8 Wheeler Avenue Woodstock **Description:** - Proposed loft conversion with small front pitched roof dormers and gable end windows. It was **agreed** that the Council has no objections to the application
24/07/22	**6 - Botley Solar Farm Targeted Consultation** To consider the response to the recent Targeted Consultation During the discussion the following points were raised: - Samson Lane being effected. The removal of hedgerows and that planting new hedging elsewhere does not help to offset the damage. **Decision** It was **agreed** that the Clerk would take the above comments in to account and would write and send the response on behalf of WTC.
24/07/23	**7 - Environmental Working Group** To receive a report from the recent EWG meeting, to consider the recommendations within and to agree a budgetary allocation for the outstanding work recommended by the Environment Working Group. A discussion on creating a budget for the suggested works took place. It was proposed by Cllr Grant that a budget of £75,000 be set and funded from reserves. **Decision** It was **agreed** to create a £75,000 environment works budget which is to be taken from reserves.
24/07/24	**8 - Property** To agree a budgetary allocation for the outstanding work within the Council Property Portfolio (List provided). A discussion on creating a budget for the suggested works took place. It was proposed by Cllr Grant that a budget of £75,000 be set and funded from reserves. Cllr Cooper seconded the proposal. **Decision** It was **agreed** to create a £75,000 property works budget which is to be taken from reserves.
24/07/25	**9 - Staff Contracts** To consider the following motion from Cllr Poskitt <u>Background</u> WTC terms of service of staff need updating and checking for consistency. If we, as many/most local Councils do, agree to follow the terms of employment in the government Green Book it would remove the need for a lot of work by staff and Councillors updating our contracts etc. In effect the motion would allow us to follow what already happens with our staff pay structure which follows national terms. <u>Motion</u> Council resolves to use the government Green Book terms of employment for all new WTC staff and to offer the same term to existing members of staff. **Item Deferred**
24/07/26	**10 - Traffic Issue – Woodstock Primary School** To consider a response to the email from Woodstock Primary School The letter was circulated and is was suggested that this was an issue for Oxfordshire County Council. The clerk was asked to forward the letter to the County Council.
24/07/27	**11 - Close Meeting** The meeting closed at 8.11pm

Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the EXTRAORDINARY meeting of the Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 13th August 2024 at 7pm.

Councillors. present: (Cllrs: Banbury (Mayor), Cooper, Grant, and Poskitt,

In Attendance: Town Clerk Valentin Lavdakov. Karen Howe taking minutes
Chair for the meeting Cllr J Banbury (Mayor) **Members of the public 16**

24/08/01 ETC	The Mayor opened the meeting by asked the Deputy Mayor to explain the rule of Standing Order 3e **Standing Order: Public Participation** 3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Due to a request fro a member of het Public to address council on a matter that was no on the Agenda the following motion was put before the Council **Motion proposed by Cllr Grant seconded by Cllr Banbury** WTC agrees to suspend Standing Order 3e to enable the member of eth Public to speak on a matter not on the Agenda **Decision** Agreed unanimously **1. Apologies for Absence** To receive and consider for acceptance apologies for absence. Apologies received from Cllrs Linda Addis, Lizzie Martin, Mathew Parkinson, Sharone Parnes, James Spencer-Churchill and C.Cllr Andy Graham Cllrs Burr and Nethercott did not attend the meeting
24/08/02 ETC	**2. 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 Item 4 Planning Cllr Poskitt as member of WODC uplands Committee Item 4 Planning Cllr Cooper member of WODC Uplands Committee
24/08/03 ETC	**3. Public Speaking and Question Time** One speaker addressed the Council with a brief overview Civil Claim Small Claims Court Case held on Tuesday 12th August 2024. The council are waiting for the judgement document before producing an official report.
24/08/04 ETC	**4. Planning Applications** To consider the following Applications **a) App: 24/01856/HHD Location: 85A Oxford Street Woodstock** Description: Installation of 12no. PV panels on rear south east facing roof and replace curved glass wall with squared wall. **The Council had no objection to this application** **b) App: 24/01821/FUL Location: Land East of Woodstock, Oxford Road, Woodstock** Description: Change of use of 2 no. units from use class A1, A2, B1 and D1 to use class E (Commercial, Business and Services).

	Decision The Council agreed to send in the following comments Concern regarding the retail impact on the Town Centre business. The impact of additional parking The impact of noise pollution Also, to acknowledge the point made senior Officer Environment protection **c) App: 24/01743/LBC Location: 48 High Street Woodstock** Description: Installation of signage to front elevation. **The Council had no objection to this application** **d) App: 24/01944/HHD Location: 7 Cowells Road Woodstock** Description: Conversion of loft with pitched roof and addition of dormer windows to the rear elevation **The Council had no objection to this application** **e) App: 24/01957/S73 Location: 1 Rye Grass Woodstock** Description: Variation of condition 2 (approved plans) of Planning Permission 22/01768/FUL to allow for the installation of air source heat pumps. Original App Details: 22/01768/FUL - 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 (Amended). **The Council had no objection to this application** **f) App: 24/01897/HHD Location: 6 Princes Ride, Woodstock** Description: Proposed replacement of single storey front entrance porch to contain WC/Shower room with wheelchair access **The Council had no objection to this application**
24/08/05 ETC	**5. Close Meeting 7.24pm**

Woodstock Town Council The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 10th September 2024 at 7:00pm

Changes approved in the meeting of 15th October 2024 are in red

Cllrs. Present: Cllrs Banbury, Grant, Lancaster (previously know as Parkinson), Cooper, Addis
In Attendance: Town Clerk Valentin Lavdakov
Former Clerk Karen Howe
OCC Cllr Graham

Chair of the Meeting: Cllr Banbury **Members of the Public 8**

24/09/01 WTC	**1. Apologies for Absence** Apologies were received from Cllrs: Burr, Martin, Nethercott, Parnes, Poskitt and Spencer-Churchill
24/09/02 WTC	**2. Co-option/Casual Vacancy** To consider the application for co-option to fill the casual vacancy on Woodstock Town The Council agreed to and carried out a signed ballot. The Clerk counted the votes and announced that Sarah Williams was duly elected to fill the casual vacancy **Confidential Papers** • *The Mayor requested that Councillors handed in to the Clerk their pink confidential papers with personal co-option information included to be shredded and to delete any information regarding Co-option they may have on email to insure Data Protection was adhered to.*
24/0~~6~~9/03 WTC	**3. Declarations of Interests** Item 8 Planning Cllr Cooper as member of the WODC Uplands Committee
24/09/04 WTC	**4. Public Speaking and Question Time** As proposed by Cllr Cooper and seconded by Cllr Martin a following wording was agreed be added: In the effort to discourage public participation members of the public attempting to speak at the meeting were prohibited for doing so in direct cointervention of the provision of the WTC website at the time of that meeting.
24/09/05 WTC	**5. Minutes from Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Extraordinary Town Council Meeting held on 24th July 2024. **Decision** The minutes of the Extraordinary meeting held on Wednesday 24th July were approved with amendments as an accurate record of the meeting and signed by the Mayor b) Minutes of the Extraordinary Town Council Meeting held on 13th August 2024. **Decision** The minutes of the Extraordinary Town Council Meeting held on Tuesday 13th August 2024 were agreed as an accurate record of meeting and signed by the Mayor
24/09/06 WTC	**6. Mayor and Clerks Reports (verbal report)** a) To receive a report from the Mayor The Mayor Cllr Banbury reported: In the last week after the Agenda came out McCarthy and Stone have shown interest in the old Police station site and wish to develop homes for retired people on this site. This is just an indication given by post to the neighbours and we have no further information and is sorry to say this looks like a combined development of the car park and Police station site which is a shame. There will be more about this later when it comes forward for planning.

	b) To receive a report from the Clerk The Clerk spoke to his report with regard to outstanding matters and pointing out there would be some budgetary requirements. The Clerks full report is attached as an appendix to these minutes The Mayor thanked the Clerk for his hard work on this. **Cllr Grant** pointed out that at item 9 on the Agenda the council were being asked to consider and approve allocation of the 23/24 reserves and ask the Clerk if he could give any indication of the financial allocation he would need to carry out the work listed in his report. The Clerk informed the council that he would have a clearer view of cost ready for the October meeting.
24/09/07 WTC	**7.County and District Councillor's Report** a) **OCC Cllr Graham** **The Mayor invited Cllr Graham was to give an oral report.** **Coach parking in the town** Cllr Graham has made personal representation with the Chinese restaurant and the Bear Hotel and informed them the County Council will be reviewing the Coach Parking regarding the coaches that park in the town other than to unloading. The coaches do not park where they should do, which is Bladon Chain. The Chinese restaurant does actually have a helpful map to give the Coach Drivers so they know where the park. He informed them that they need to bear in mind that action will be taken if they don't abide by the coach parking facility and park in the town. He will report back on how this goes. **Health Centre** Meeting with the Mutual Oxford partnership of which I am the Chairman of the planning committee of the partnership which is a partnership of all councils and when it comes to strategic issues like public health it the place to where we can take it. So, Judy Dandridge from the ICB and Peter Redmond, who is part of the (BOB) Berkshire, Oxfordshire and Buckinghamshire Integrated Trust together, have some responsibility. We have a meeting on Friday at which we are going to look at the better working relationship, a better understanding of the planning issues that BOB are actually facing so that we can address it and also planning for health care structure. 'That's' the remit of the meeting on Friday and I am very happy to report back on that because this is something that is very close to every one's heart and something we want to see some action on but at least I think it's a step in the right direction and lets see what we can actually get out of that, because we've got to move this forward. Linked to that, is, today Layla Morarn who is the MP for Oxford West & Abingdon has been appointed the chair of the Health and Social Care Committee in Parliament which kind of gives us a route to insure that the issues that are being raised within our community does get to Parliament. It is my intension to ensure that future meetings of the Oxfordshire partnership and our issue that we face here combined, are brought to her so this can be a useful conduit for pressurising government it's a small party committee. **Street Lighting** This is ongoing and I don't know if its been resolved, in the High Street here, there was some complaint from a resident that the appropriate dimmer lighting has no been done, but I haven't double checked it. If anyone here at night does go along there, you will see the difference of these big square floodlights, they are supposed to be angled down and not a bright light because that just reflects into peoples houses.

	Art Competition He informed the council he had been asked to judging an Art Competition whilst in Australia using virtual technology and how amazing this virtual availability is. **c) WODC Councillors. Cllr E Poskitt and J Cooper** **There were no question to Cllr Cooper.** **Cllr Grant** said on the back of the WODC report she thought Woodstock Council should thank the residents of Woodstock that helped so greatly during the recent disruption in the gas supply to **residents of Woodstock** **The Mayor agreed that the Council gives thanks to all those that helped during this difficult time and asked for it to be minuted.**
24/09/08 WTC	**8. Planning** To consider the Councils response to the following applications: - a) **License Ref: W/24/00967/PAVLIC** Location: Kings Arms Hotel 19 Market Street Details: Pavement license for tables and chairs **The Council had no objection to this application but wished to add the comment that care should be taken not to block any public footpath**. b) To consider a response to Botley Solar Farm Veteran Tree Targeted Consultation (details provided) **The council agreed that all regulations on the preservation of trees should be adhered to and WTC supports Bladon Parish Council with their response as the issue was in their parish. And that the former Clerk (Karen Howe) write a response together wit the new Clerk** c) To consider a response to the review of the National Planning Policy Framework (NPPF) **The Council agreed to support WODC response to this issue and also wished to confirm their wish to protect Greenbelt land** d) To consider a response to WODC's Community Infrastructure Levy consultation (details provided) The council agreed that the former clerk write to WODC requesting the format for claiming/receiving any of eth CIL funding. It was suggested the Council may wish to consider carrying out a Neighbourhood plan as this would be a useful tool for future applications for funding.
24/09/09 WTC	**9. Finance** To approve and sign the following: i) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th June 2024 and 31st of July (Copy provided) **Decision** The Council resolve to approved the Bank Reconciliation 2024 showing a balance of £398,845.18 for the period ending 30th June 2024 **The Mayor duly signed the reconciliation for period ending 30th June 2024** **Decision** The Council resolve to approved the Bank Reconciliation 2024 showing a balance of £398,845.18 for the period ending 31st July 2024 **The Mayor duly signed the reconciliation for period ending 31st July 2024**

ii) To note the Payments, Report for June 2024

Payments of £39,796.13 including VAT of £2,585.10 for June 2024 were noted

Cllr Grant asked clarification of the repayment of VAT £49.86 and queried whether the Council was actually using the correct VAT system

The former Clerk will look into this

Cllr Grant also remarked on the amount being spent on cleaning materials and wonder if the council was getting best value for money.

The former Clerk will look into this

iii) To note the Receipts Report for June 2024 (Copy provided) **Note**

vi)To note the Payments Report for July 2024 (Copy provided)

Payments of £14,590.57 including VAT of £1,304.09 for July 2024 were noted

v) To note the Receipts Report for July 2024 **Report noted**

vi) To note the Cost Centre Report for July 2024 Report **noted**

vii) To consider and approve the allocation of reserves

This item was deferred to the October monthly meeting

Budget decisions

i) To agree £20,000 of the 23/24 reserved budget to be transferred to the salary allowance.

Decision

Unanimously agreed

ii) To consider the cost of Christmas light and allocation from 23/24 reserves if needed.

The Clerk reported that due being it being so near to |Christmas the short timescale had meant there was not enough to seek other quotes but for Christmas 2025 he would have the time to seek more quotes.

The council was presented with 3 alternative quotes for the 2024 Christmas Lights

Decision

The Council agreed quote C To use the existing lights at a cost of £11,250 ex VAT. The allocation in the 24/25 budget being £10,000 the Council agreed to another £5,000 from the 23/24 reserves to be used to cover the extra cost.

iii) New Laptop (Copy of the quote provided).

Decision

The Council agreed unanimously to purchase a new laptop at a cost of £543.42

vi) To approve the quote from Microshade for additional MSOffice License

Decision

The Council agreed to the quote from microshade of £75 for yearly one-off fee for additional MS Office license and monthly subscription of Microshade 365based on annual commitment at a cost of £92.28 per annum

Total agreed £701.70 for upgrade of Office services.

	v) To approve the quote for maintenance in the Hensington Road Cemetery Tree Works £720, Ground works £680, **Total £1,400** **Decisions** Unanimously agreed to agree the quote of £1,400 for the maintenance work in the Hensinton Road Cemetery
24/09/10 WTC	**10. Motions** No motions submitted
24/09/11 WTC	**11. Working Groups** i) Review of Councillor's Roles (Copy provided) **Grant Application.** The Council agreed for Cllrs: Poskitt, Martin, Grant and Williams to review the grant application and present a table of suggested awards to the relevant applicants **Staffing Working Group** The Council agrees that Cllr Banbury and Parkinson would join the Staffing Working Group as substitute (when needed) members and any necessary meetings to be called by the Clerk **Website, Social media and Newsletter** Would be controlled by staff only under the Guidance of the Clerk as paid offers as covered by Insurance **Events Working Group** The Council agreed ~~fro~~ for Cllr Banbury to join the Events Working Group. **Emergency Action Group** The council agreed this would not cover winter weather as this was under the remit of WODC and OCC **Exhibition Foundation** It was noted that Cllr Martin had been omitted from the list in May for the Exhibition Foundation. **Amended: Members for the Exhibition Foundation** Cllr Poskitt and Martin ii) **To agree on Chair and Deputy Chair of all Working Groups** **Events Working Group:** **Chairman:** Cllr Banbury. **Deputy Chair** not decided **Agreed unanimously** **Environment Working Group** Chairman: Cllr ~~Parkinson~~ Lancaster Deputy Chair: Cllr Grant **Agreed unanimously** **b) Environmental Working Group** To agree the following: **Graffiti:** Recommendation – i) Urgent action taken when any Graffiti is reported ii) The council's caretaker inspects and removes any graffiti where possible

	iii) If the caretaker is unable to remove the graffiti, the council will hire an expert service to deal with it. iv) Before the invoice is paid, the Clerk will confirm that the removal was satisfactory. **The Council agreed this recommendation unanimously** **Signage for the Water Meadow:** Many of the signs in the Water Meadows need to be updated and replaced with new ones, along with other signage. **Recommendation:** i) WTC agrees that the Clerk, RFO and our Volunteer Warden Mr Maurice Parkinson are delegated to oversee the new signage with a maximum budget of £6,000 **The council agreed this recommendation unanimously** ii) To agree the ROSPA quote to do the survey for the cost of £1,575. ROSPA budget allowance for 24/25 £2,200 (Copy provided) The Council agreed the ROSPA inspection to be carried out at a cost of £1,575 which was well under the allocated budget of £2200 ii) To consider a quote for replacing the gates at Rosamond Playground iii) Proposed by Cllr Banbury Seconded by Cllr Grant that: The council agrees that company A carry out the replacement gate and relevant works at a cost of £1462.55 + VAT **Decision:** **This proposal was agreed unanimously** **c) Events Working Group** To receive and note the report from the Events Working Group held on Monday 29th July 2024 (Copy provided). To receive and note the report from the Events Working Group held on Monday 2nd September 2024 **The Mayor** gave a short overview of progress for the Remembrance Sunday preparation **The Reports from 29th July and 2nd September were noted**
24/09/12 WTC	**12. Public EV Charger** The general view of the council was that Woodstock did not need more Public EV Charges as the 12 in the Hensington Road Car Park were hardly used, if more needed to be install then the suggestion was The Woodstock Swimming Pool or Marlborough School area
24/09/13 WTC	**13. Property Report** a) To receive the Property Report and consider any quotes/recommendations there in Breckon & Breckon **Motion:** Proposed by Cllr Grant Seconded by Cllr Parkinson *WTC agrees Company quote A at a total cost of £5525 + VAT for the external redecoration of flats 2 & 4 Market Street* **Decision** **The Motion was agreed the motion unanimously** **Motion: Cllr Cooper proposed Seconded by Cllr Addis** **WTC agrees**

that: quotes are sort for Solar Panels on the Community Center
Vote: For 4 Against 1 Abstained 1
Decision
The motion was carried

Unit 3 Community Centre
Motion: Proposed by Cllr Grant Seconded by Cllr Parkinson
WTC accepts the increased rent of £4800 (previous rent £4,250 per annum) to take effect from 30.09.24 and agrees to the Clerk instructing the Property Agent to instruct the solicitors to draft the new lease. Instructing them of the change of solicitor as agree 14th May 2024 that our solicitors are now Oxfordshire County Council
Breckons need to know the contact details for OCC solicitor
Decision
The motion was agreed unanimously

New Kitchen before decorating Community Centre

The following quote is for the redecoration of the Community Centre Kitchen; however, the units are in a pretty poor state and need replacing. It would be sensible to delay the redecoration until the new units are fitted.

Community Centre

Kitchen – Internal Redecorations
Quote 1: £1,360 + VAT

Decision
The Council agreed to delay the internal redecoration of the Community Centre Kitchen and require quotes for new kitchen units.

Exterior Decorating
Motion: Proposed by Cllr Grant Seconded by Cllr Parkinson
WTC accepts the quote for the redecoration to tidy up the exterior of the Community Centre at the cost of £1,245 + VAT
Decision
Council agreed unanimously

2,4,6, &8 Park Street
Redecoration of front and side elevations
Motion: Proposed by Cllr Grant seconded by Cllr Parkinson
WTC agrees Company quote A at a total cost of £7,785 + VAT for the external redecoration of the front and side elevation of 2,4,6, &8 Park Street (Post Office Block). The quote it doesn't include the cost of licensed to close the road.

Decision
The council agreed the motion unanimously

Motion: proposed by Cllr Grant Seconded by Cllr Sarah Williams

*WTC accepts the quote of **£**12,460 + VAT to carry out the redecoration of Room 13 including repairs to decorative moulding, the Assembly Room and the kitchen, plus further work needed to the Admin Office - Remove existing partition wall. - Form cupboards either side of room from MDF and stud work. With 2 fire door blankets per cupboard, and molding to match existing cupboard, handles and lock. Re-use existing shelving and supply and fit 1 extra large shelf, for tea making facilities in left hand cupboard and Skip*

	Decision The motion was agreed unanimously **b) To consider the updated Terms of Hiring (Copy provided)** i) The Town Hall: Assembly, Room Kitchen and Room 13 **Decision** The Terms of Hiring for the Town Hall: Assembly Room and Room 13 were agreed unanimously ii) The Community Centre Main Hall and Kitchen **Decision** The Term of Hiring for the Community Centre: Main Hall and Kitchen were agreed unanimously
24/09/14 WTC	**14. Parking Survey** To discuss and confirm questions about the Parking Survey A draft list of suggested question were circulated **Decision** The council agreed for councillors to submit comments on the draft question and suggest deletions additions and suggestions to the list of by Wednesday 18th September 2024. The questionnaire will then be prepared and available for letter box distribution, online and parish council Clerks be notified for circulation to outlying villages who are also affected by the Parking scheme.
24/09/15 WTC	**15. Drs Surgery** To receive a report from Cllr Grant Cllr Grant presented her report for discussion **Motion:** Proposed by Cllr Grant Seconded by Cllr Banbury? *a) The council fully supports the Woodstock Doctors need for a new surgery to accommodate the rising population of the Town and surrounding village.* *b) Agree to carry out a survey to collate residents views and support including input from surrounding villages, both by electronic means and via letter box drop* *c) Assist with any facility they have available e.g. printing, advertising via the council's website and newsletter together with the offer of free of charge venue for meetings that may be necessary to achieve delivery of this most important facility for Woodstock to date.* *d) Consider forming a Working Group for continuity of progress and continued pressure with monthly reports to full council.* **Decision** The motion was agreed unanimously **The Mayor called for Councillors to become members of the Working Party.** **Decision (report to NMB)** The Council agreed Cllr Banbury, Grant and Williams form the working Group together with 2 interested members of the public Mr Ian Hudspeth and Mr Stan Scott. The Council agree that Cllr Williams be the chair of this working group **Extension of meeting**

	Due to the 2-hour time scheduled for meetings expiring at this point the Council agreed to extend the meeting for a further 15minutes to complete the important items on the Agenda
24/09/16 WTC	**16. Urgent Planning Committee** To receive a report from Cllr Grant This item was deferred until the monthly meeting in October
24/09/17 WTC	**17.Exclusion of Press and Public** **Propose by Cllr Grant Seconded by Cllr Cooper** 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. **It was agreed to move the meeting into confidential session**
24/09/18 WTC	**18. Staff Review/Restructure (confidential – report from the Clerk)** To receive a report from the Town Clerk The Clerk presented his staff review and restructuring report to council and informed them he had spoken to each member who were agreeable to the new restructure in the Office **Decision** The Council agreed with the restructuring proposal of the staff The present RFO and interim Admin assistance would now take on the duties of Admin Assistance, relinquishing the RFO duties The former Clerk would now take over the RFO role and assist with planning application.
14/09/19	**19. Close Meeting** **The meeting closed at 9.08pm**

Woodstock Town Council

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

Notes from non-quorate meeting of Woodstock Town Council held in The Town Hall, Woodstock on Thursday 26th September 2024 at 7pm

Cllrs. present: Julian Cooper, Ann Grant, and Sarah Williams

In Attendance: Karen Howe

Chair for the Meeting: N/A **Members of the public attended:** 0

Unfortunately, it was not possible to transact the business of the Extraordinary Meeting as the meeting was not quorate.

Although the meeting was not quorate the members of the Council that were in attendance took part in a minute's silence in memory of Mr Peter Jay who sadly passed away on Sunday 22nd September 2024. Mr Peter Jay was a former Councillor and in 2008 & 2009 was also Mayor of Woodstock Town Council.

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

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 15th October 2024

Cllrs. Present: Cllrs: Addis, Banbury, Cooper, Grant, Martin, Nethercott, Parnes, Spencer-Churchill, Williams

In Attendance: Town Clerk Valentin Lavdakov
RFO Karen Howe
OCC Cllr Graham

Chair of the Meeting: Cllr Banbury (Mayor) **Members of the Public 9**

The Mayor requested the attendees to stand in silence in remembrance of the late former Councillor and Mayor Mr Peter Jay**.**

24/10/01 WTC	**1. Apologies for Absence** Apologies were received from Cllrs: Lancaster, Poskitt, Parnes, Burr
24/10/02 WTC	**2. Declarations of Interests** To receive any declarations of interest on the Agenda Item 7: Cllr Cooper as member of the WODC Uplands Committee Item 10 Grants: Cllr Cooper as Volunteer/committee member at Youth Club and Sustainable Woodstock Cllr Grant as volunteer member at Youth Club Cllr Spencer-Churchill as President of the Youth Club Cllr Banbury as a trustee of Woodstock Chapel Trust
24/10/03 WTC	**Public Speaking and Question Time** Speaker 1 – Agenda item 9 d and 9 f The speaker posed 4 question to the Council. They will be answered due course. Speaker 2 – Addressed the Council regarding the Minutes of the 10th September 2024. The speaker made comments regarding the draft minutes of 10th September 2024. Please see Clerk's supplementary report as an appendix regarding the Minutes from 10th September 2024. Speaker 3 – 7 c The speaker addressed the Council regarding item 7 c
24/10/04 WTC	**4. Minutes from Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on Tuesday 10th September 2024. **Decision** ***The minutes were agreed with the amendments:*** - ***Was: 24/06/04*** - ***Amended to: 24/09/04*** - ***Was: Chair of the Meeting: Cllr Banbury.*** - ***Amended to: Chair of the Meeting: Cllr Banbury (Mayor)***

APPROVED

	- ***Was: 24/09/08 former Clerk*** - ***Amended to: 24/09/08 former Clerk Karen Howe*** - ***Was: 24/09/11 Website, Social media and Newsletter: as covered by insurance*** - ***Amended to: 24/09/11 Website, Social media and Newsletter: as and are covered by insurance*** - ***Was: 24/09/11 Events Working Group: The council agree fro*** - ***Amended to: 24/09/11 Events Working Group: The council agree for*** - ***Was: 24/09/11 Environmental Working Group: Cllr Parkinson*** - ***Amended to: 24/09/11 Environmental Working Group: Cllr Lancaster*** b) Report from meeting held 26th September - non-quorate. **Decision** ***The report was noted with agreed amendments.*** - ***Was: Mr Peter Jay was a former Councillor and in 2008 & 2009 was also Mayor of Woodstock Town Council.*** - ***Amended to: Mr Peter Jay was a former Councillor and in 2008 & 2009, and 2018 was also Mayor of Woodstock Town Council.***
24/10/05 WTC	**5. Mayor and Clerks Reports (verbal report)** The Mayor reminded Cllrs about the Remembrance Sunday (10th November) parade and church service and hoped as many Cllrs as possible would attend. The Mayor gave thanks to the Deputy Mayor for her support. **To receive a report from the Clerk** The Clerk spoke to his report with regard to outstanding matters and pointed out there would be some budgetary requirements. The Clerks full report is attached as an Appendix to these minutes
24/10/06 WTC	**6. County and District Councillor's Report** a) **OCC Cllr Graham** The Council received the County Councillors' report attached as an Appendix to this minute. Added to the report Cllr Graham gave an oral update on the flooding at Bens Close. Cllr Banbury remarked the Council were unaware of the date the trees in the town were going to be pollarded. The Clerk explained that emails were sent from OCC to an incorrect email address at WTC. Cllr Grant asked if Cllr Graham was aware of the Thames Water activity at the pumping station situated in Brook Hill over a period of 3 weeks 24/7 pumping out surface water from the heavy rain September 23rd / 24th and that this needs to be taken into consideration before any more development is agreed. Cllr Graham replied that he was aware. **b) WODC Councillors. Cllr E Poskitt and J Cooper** The Council received the report from the WODC Councillors There were no questions
24/10/07 WTC	**7. Planning** Cllr Cooper left the meeting at this point To consider the Councils response to the following applications:

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	a) App Ref: 24/02255/HHD Location: 77 Manor Road Woodstock, Woodstock Description: Rebuilding of dormer windows on the rear roof slope of main dwelling The Council had no objection to this application **b) App Ref: 24/02256/LBC Location: 77 Manor Road Woodstock, Woodstock** Description: Internal and external alterations to include the replacement of existing roof tiles on the existing single storey extension with Spanish style slate tiles and the rebuilding of dormer windows on the rear roof slope of main dwelling The Council had no objection to this application **c) App Ref: 24/02509/HHD Location: 22 Flemings Road, Woodstock** Description: Removal of 1.825m fence at northern highway boundary, and replacement with 1.5m fence, with landscape proposals The Council had no objection to this application Cllr Cooper returned to the meeting
24/10/08 WTC	**8. Urgent Planning Committee (Copy provided)** a) WTC acknowledge the current Urgent Planning Committee is still in place b) To elect other members of the Council to join this Committee Previously agreed members Cllr Grant, Parnes, Lancaster and Poskitt Cllr Banbury called for Cllrs Williams to volunteer to join the Committee. Cllr Williams volunteered to join the Committee ***Unanimously agreed***
24/10/09 WTC	**9. Finance.** To approve and sign the following **a) To approve and sign** the Bank Reconciliation and sign the bank statements for the period ending 31st August 2024 ***Unanimously agreed*** **The Deputy Mayor duly signed the reconciliation for period ending 31st August 2024 in line with Finance Regulations 2.2** b) **To approve and sign** the Bank Reconciliation and sign the bank statements for the period ending 30th September 2024 ***Unanimously agreed*** **The Deputy Mayor duly signed the reconciliation for period ending 30th September 2024** **Bank Statements for August and September were also noted and signed by the Deputy Mayor** **c) To note the Payments Report** for August 2024 Payment to the sum of £ 14,106.60 including VAT of £ 1,488.53 for August 2024 were **noted**

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d) To note the Receipts Report for August 2024.

Receipts to the sum of £ 20,089.13 including VAT of £1,897.77 for August 2024 were **noted**

e) To note the Payments Report for September 2024

Payment to the sum of £20,872.04 including VAT of £2,859.93 for September 2024 were **noted**

f) To note the Receipts Report for September 2024

Receipts to the sum of £105,357.78 including VAT of £2, for August 2024 were **noted**

g) To note the Cost Centre Report for September 2024

Noted

i) To receive the annual tree survey

Motion:

1. To approve the high priority tree works quote from Dowdeswell excluding tree1805
2. To approve the medium priority tree works quote from Dowdeswell

Proposed by Cllr Grant **Seconded by Cllr Banbury**

WTC accepts the quote for the necessary tree works at a cost of:

a) **£4495 ex VAT** for the listed high priority tree work as follows
High Priority Trees: *OWL - 436, 1814, 1815 New Road Playground - 1810, 1390 Hensington Rd Cemetery - 259 Water Meadows - 1801, 1803, 1804, 1805, 1806, 1808 Lawn Cemetery – 1807.*
With the acceptation *of tree 1805 (a dead Ash Tree) which is constantly used as a natural habitat perch by many birds specious as observed by our volunteer warden, noted this tree is not in a public asset area and to be under regular monitoring.*

b) Estimated maximum of **£3,500 ex VAT** for the listed works in G6 area as needed tree works as listed below
Any windblown, dead or dying trees or any with stems over houses consider re-pollarding or felling and remove anything that is within falling distance of the road/houses. Re-pollard Willow and Alder in area close to road. Dowdeswell estimate this cost to be maximum £3,500 + VAT *but we will be able to work this out when it is complete*

c) To carry out medium priority tree surgery works at a cost of £**3,025 ex Vat** as listed below
Medium Priority Trees: OWL - 1812, 1813 & G11 Old Woodstock Playground - 317 Water Meadows - 432,429

d) To carry out another yearly pollarding/ overhanging branch cut back at a maximum cost of **£2,205 ex VAT** as listed below
In G8 we can estimate this cost to be maximum £2,250.00 + VAT but we will be able to work this out when it is complete.

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Total estimate cost

a)	£4,495 ex VAT
b)	£3,500 ex VAT
c)	£3,025 ex VAT
d)	£2,205 ex VAT
	£13,225 ex VAT

Cost to be allocated from Reserve budget 2023/2024 if agreed at item 11 **Tree works £20,000** leaving a balance of **£6,745**

Included in the tree survey is a dead Ash Tree that is classes as high priority (1805). Our Volunteer Environmental Warden has shown concern regarding the removal for this tree as it is favourite purchasing place for Heros, Egrets, Red Kites, Buzzards Owls and woodpeckers.

Recommendation: The Council agrees not to have these trees removed but to have it monitored.

Suggested Amendment: Due to the concern with Ash Dieback still being transferred from this dead tree advice will be sort as to whether the tree can remain.
The Council agreed to carry out the high and medium priority tree works at the cost of £13,255 ex VAT

Vote was unanimously agreed

j) To note the Conclusion of Audit

Cllr Banbury proposed, Cllr Cooper seconded that the Conclusion of the Audit was noted

Vote: For 7, Against 1, Abstain 0

k) To receive the external Audit Report

The Council received the external audit report and certificate. Noted. There were some points that the RFO will consider in next year submission.

l) To receive the Interim Internal Audit Report

The Council received the internal report. Noted some points that the RFO will looking into and report back to the Council.

24/10/10 WTC

10. Grants

a) To approve the expenditure, contain in the report from Cllr Grant (Copy provided)

Motion: Proposed by Cllr Grant Seconded by Cllr Cooper

Woodstock Town Council agrees to cover the above expenditure for St Mary's Church Yard Grass Cutting £1,500, St Mary's Clock Service £300 and WTFC Grass cutting (field) £750 totalling £2,550, from the 2024/2025 Grants Budget leaving a total of £7,000 for grant applications for 2024/2025

Vote: For 4 Against 2 Abstain 2

Motion carried

APPROVED

Draft Grants Allocation 24/25

Applicant	
Old Woodstock Mock Mayor	£400
Sustainable Woodstock	£300
Yellow Submarine	£400
Be Free Young Carers	£500
Woodstock Chapel Trust	£200
Natural History Society	£300
Woodstock Youth Club	£1300
Woodstock Pilates Studio	N/A
Grants Budget £3,500	**£3,500**

Motion: Proposed by Cllr Grant Seconded by Cllr Cooper

There being no amendments.

The Grants to be awarded as per the table above.

Vote: For 4 Against 2 Abstain 2

b) To approve to carry forward amount from the report from Cllr Grant

Motion Proposed by Cllr Grant **Seconded by Cllr Cooper**
WTC agrees to carry the £3500 surplus Grant budget from 24/25 budget to the 25/26 Budget and ask for Application by the End of February 2025 to be agreed at eth March 2025 monthly meeting and Grants awarded to successful applicants the first week in April 2025.

Motion agreed

24/10/11 WTC

11. Budget decisions

a) To agree the allocations of reserves for 23/24

Current Balance

315 Tree Works	£20,000.00
320 Legal Fees	£15,000.00
321 OWL Maintenance	£15,000.00
325 Civic Chain	£1,000.00
326 Computer & IT	£2,000.00
327 Watermeadows Maintenance	£20,000.00
329 Town Hall Reserve	£15,492.03
301 General Reserves	£80,000.00
Property Projects/Improvements	£75,000.00
Environmental Projects/Improvements	£75,000.00
Staff Wages	£20,000.00
Totals	**£338,492.03**

Unanimously agreed

b) To discuss the new NALC model Financial Regulations with amendments for the Town Council

APPROVED

	The Council agreed to defer this item and for Cllrs Poskitt, Grant, and Williams to meet with the RFO to review and bring back to the Council in November. c) To agree a quote provided for the Town Hall Boiler and cost to be funded from the reserves ***The Council agreed quote A to the sum of £11,167 ex VAT for the replacement boiler and the budget allocation from reserves*** **Vote: For 7 Against 0 Abstain 1** d) To discuss and agree a budget for upgrading the Alarm Security System in the Town Hall The Council agreed to upgrade the Alarm Security System in the Town Hall at the maximum budget of £2,000 and to be allocated from the Town Hall budget. ***Unanimously agreed***
24/10/12 WTC	**12. To receive suggested bids for the draft budget for 25/26** Cllr Cooper reminded the RFO that allocation for solar panels for the Community Centre in the 2025/2026 budget. The Clerk reminded the Council that specifications for this work would be needed. Cllr Grant reminded the RFO of allocation for the rent of Budds Close and the Old Woodstock play areas. The RFO invited the Cllrs to submit budget bids for consideration
24/10/13 WTC	**13. To approve the Notice Board Policy** This item was deferred as further information is being sought
24/10/14 WTC	***14. Parking Survey:*** *a) To consider a response to OCC Parking changes consultation* *b) Council to receive an update of the Town Council Parking Survey* *c) Council to agree for the Clerk to pass on the results to OCC* ***The Council agreed for the Clerk to draft a response to the parking changes consultation and to include the results of the parking survey.*** ***The Mayor was delegated the power to sign the reply.*** ***Unanimously agreed***
24/10/15 WTC	**15. Working Groups** To receive the report from the Dr Surgery Working Group The Council received the report from Cllr Williams and she informed that she had contacted MP Calum Miller requesting an appointment to attend a Town Meeting. Recommendation: Cllr Parnes joins the Dr Surgery Working Group

APPROVED

	Unanimously agreed
24/10/16 WTC	**There was no item 16 on the Agenda**
24/10/17 WTC	**17. Christmas Lights:** The Council to discuss the situation and agree any actions (See the Clerk's report - point 5) - Christmas lights: Due to the nature of the trimming work done by OCC, it will not be possible to install lights on the trees after the trimming is completed. - Christmas Tree: The Christmas Tree will be delivered by Blenheim Palace in the second week of November. It was agreed that a company will be sought to decorate the tree. The Clerk to look at companies that can provide alternative options for decorating the Town with Christmas lights
24/10/18 WTC	**18. 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 Cooper** The Council moved into Confidential Session
24/10/19 WTC	**19. Property report.** To consider recommendations on the report (November)
24/10/20 WTC	**20. Staffing** To consider recommendations on the report. Environmental Warden – agreed job role, 15 hours per week, salary scale 6 Clerk – contact signed, probation passed from 5th Nov, Salary scale updated up to 28
14/10/21 WTC	**21. Close Meeting** **The meeting closed at 9.02 pm**

APPROVED

Appendix 1 for the meeting held on 15th October 2024

Clerk's Report to Woodstock Town Council

1. Dr Surgery admin staff have urgently relocated to Room 13 in the Town Hall due to flooding. This arrangement will be in place until December 1st 2024. The Council to agree to sign an agreement for the use of Room 13 by the doctors' surgery administrative team. They will be using the facilities and will adhere to the health and safety policies set forth by the Town Council during their stay.

2. Remembrance Day (10th November). Application for road closure filed and approved. Struggle to find a bugle player and road closer marshal volunteers. If anyone is willing to volunteer, please contact the clerk's office.

3. The Flag Pole was maintained and a new rope was finished on September 13, 2024. It has passed a few tests and is operating as intended.

4. Water Meadow:

- Hi vis jackets were purchased for £60 x 3 in accordance with H&S regulations (money taken from the water meadow budget)

5. Preparation for Christmas:

- Christmas lights: Due to the nature of the trimming work done by OCC, it will not be possible to install lights on the trees after the trimming is completed.

- Christmas Tree: The Christmas Tree will be delivered by Blenheim Palace in the second week of November.

- We do not need a license for installing the lights on the Christmas tree. OCC has confirmed that on 08/10/24

6. IT:

- TalkTalk Communications did not register with Nominate due to the non-renewal of their license. We have transferred from TalkTalk Communications to Net Wise Training Ltd, which manages our website for £60 per year plus VAT to register with Nominate.

APPROVED

Appendix 2 for the meeting held on 15th October 2024

Oxfordshire County Councillors' Report to Woodstock Town Council October 15th 2024

1. **Car Parking Improvements-County Council Consultation as the regulatory authority for on street parking**

Woodstock Town council has been informed of proposed changes to improve the current car parking scheme through Oxfordshire County Councils statutory function and regulatory function/responsibility and as a consultee. Anyone can additionally respond to this consultation as specified in the consultative documents to be found on the OCC website.
Over the past year the county council has received largely constructive suggestions for reviewing and improving the scheme and this consultation is a response to many of those suggestions and that of officers. The consultation is open until October 25th. The responses will then form a report to the cabinet member, Andrew Gant for determination later in November at County Hall. If approved these will be implemented in early 2025.
The links to these documents for this consultation can be found using the following link: Consultation documents | Woodstock - proposed parking restriction review 2024 | Let's Talk Oxfordshire

2. Health Infrastructure Provision

The planning meeting of the Future Oxfordshire Partnership where the BOB and ICP were present to discuss the future local provision of medical healthcare and how local authorities could and should work in partnership in addressing health care provision through planning more strategically across Oxfordshire. A meeting in which I chaired. A task working group has been set up to bring back proposals and how section 106 monies could be prioritised and used.
Related to the need of a new Health Centre for Woodstock and surrounding areas and related to Hensington car park site as a potential site was held with all ket stakeholders last year and was not considered feasible.
This was not a public meeting and exploratory. It was a way of focusing on a preferred site and was worth exploring.
I believe the ex-police station site is now in new private ownership having previously been owned by Blenheim and there are plans for a residential care facility.
There has been some speculation about Banbury Road as a future site for a health centre but no firm plans.
I think both the Facebook posting and comments made by others are somewhat confusing and largely anecdotal with some out-of-date information.
The need for a new health centre has been on the agenda for many years, even before I was a county councillor, and I remain committed to working with others towards finding a successful outcome. It is not hover, the function or responsibility of the county council but I am using whatever influence I can yield to bring potential partners together.

3. Councillor Priority Fund

Pleased to report the recommended financial support to enable singing sessions for older people in and around Woodstock for the next 12 months. Thanks to St. Mary's Church for their support too to enable this worthwhile activity to be continued by the dedication of those involved.

4. Remembrance Sunday

I have been asked to represent the county council and lay a wreath by the Chair of the County Council at the memorial service on Remembrance Sunday in Woodstock.

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Clerks Report Supplement, with advice from Oxford Association of Local Councillors (OALC)

OALC: were in agreement that the minute was accurate as there were no public speakers to speak on items on the Agenda as stated in Standing Orders 3e and suggested the it would have been clearer if the wording (on agenda items) had been added. They also confirmed that **once minutes have been signed they become a legal document and cannot be changed.**

There guidance to correct the error was as follows.

With reference to Tuesday 10th September 2024, Minutes, item 4. Public Participation.

Due to administration error the minutes of the 10th September 2024 were signed without the following motion added under item 4. Public Participation

Due to an oversight the motion was not added to the draft minutes of 10th September 2024. The council agreed the minutes without the motion being added, so the Mayor at the time, Cllr Banbury duly signed the minutes as an accurate recorded of the meeting.

Once minutes are agreed by the Council as an accurate record and signed by the Chair of the Parish Council they become a legal document and cannot be changed

To amend the wording of:
Item 4. Public Participation at the meeting of Tuesday 10th September 2024.

Minute 24/09/04
There were no Public Speakers,

To the following:

Proposed by Cllr Cooper and Seconded by Cllr Martin.
In an effort to discourage public participation, members of the public attempting to speak at the meeting were prohibited from doing so, in direct contravention of the provisions of the Town Council's website at the time of the meeting.

The motion was carried

The above motion was omitted from the minutes 10th September 2024

OALC advised the correction above that this information should be attached to the minutes of 10th September 2024

The Clerk to action this

Nov 2024

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council Meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 23rd October 2024 at 7:00pm

Cllrs. Present: Cllrs Banbury, Grant, Poskitt, Cooper, Addis & Williams
In Attendance: RFO Karen Howe – Taking minutes

Chair of the Meeting: Cllr Banbury **Members of the Public 7**

24/10/22 ETC	**1. To elect a Mayor/Chairperson** Cllr Banbury requested nominations for Mayor. Cllr Grant was nominated by Cllr Poskitt and seconded by Cllr Williams. No other nominations were received. It was **agreed** unanimously that Cllr Grant would be Mayor of Woodstock Town Council and it was **agreed** that, due to the Clerk not being in attendance, that Cllr Grant would sign the Declaration of Office once the Clerk returns from leave. Cllr Banbury congratulated Cllr Grant. Cllr Poskitt thanked Cllr Banbury for his hard work and was sorry to see him go. Cllr Grant also thanked Cllr Banbury and said it had been a privilege to work with him.
24/10/23 ETC	**Cllr Grant took the Chair** **2. Apologies for Absence** Apologies for absence received from Cllrs Parnes, Spencer-Churchill, Lancaster, Nethercott and Martin
24/10/24 ETC	**3. Declarations of Interests** There were no declarations of interest declared
24/10/25 ETC	**4. Public Speaking and Question Time** Speaker 1 – Thanked Cllr Banbury for his leadership efforts over the last few months and commented that not knowing the reason why Cllr Banbury has stood down as Mayor was unusual. They also commented on members of the public no longer being able to speak at meetings on items not on the agenda and hoped that this could be looked at by the new Council. Cllr Grant responded that the wording on the website was put on in February 2023 but that the current Standing Orders were approved April 2023 and she intends to make a change to the public speaking item to allow the public to address the Council on matters to include items that are not on the agenda. Speaker 2 – Congratulated Cllr Banbury and also asked about when they might receive a reply to the questions they put to the council previously.
24/10/26 ETC	**5. Close Meeting** The meeting closed at 19.10 pm

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 12th November 2024

Cllrs. Present: Cllrs Grant (Mayor) Banbury, Cooper, Parnes, Poskitt, and Williams

In Attendance: Town Clerk: Valentin Lavdakov.
RFO: Karen Howe
OCC Member: Cllr Graham

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 11**

24/11/01 WTC	**1. Apologies for Absence** Apologies were received from Cllrs: Addis, Lancaster and Spencer-Churchill
24/11/02 WTC	**2.Declarations of interest** Item 8. Planning: Cllr Poskitt declared an interest as member of WODC Uplands Committee
24/11/03 WTC	**3. Public Participation** The Council agreed unanimously to adopt the Public Participation Protocol (The Protocol is attached as an appendix 1 to these minutes). **Meeting Adjourned** 3 members of the public had requested to Speak Speaker 1 – Addressed the council on the Public Participation Protocol Speaker 2 – Addresses the council on CO2 emissions Speaker 3 – Addressed the Council on the Public Participation Protocol **Meeting reconvened**
24/11/04 WTC	**4. To receive nominations for the position of Deputy Mayor** The Mayor called for nomination for position of Deputy Mayor Cllr Poskitt nominated Cllr Williams, seconded by Cllr Banbury There being no other nomination Cllr Williams was duly declared Deputy Mayor
24/11/05 WTC	**5. Minutes from Previous Meetings** To consider for approval the following Minutes of the Town Council • Minutes of the Extraordinary Meeting held on 23rd October 2024. The minutes of the Extraordinary Meeting held on 23rd October 2024 were deferred due to the numbering being incorrect
24/11/06 WTC	**6. Mayor and Clerks Reports (verbal report)** a) To receive a report from the Mayor Remembrance Sunday went very well and the weather was kind. I would like to thank all those that attended and request that it is recorded in the minutes my grateful thanks to our Clerk Valentin and Admin assistant Rachel for their hard work. They both worked tirelessly to make the event go smoothly. I would also like to thank Cllr Williams for helping with refreshments and assistance with donning my Mayoral Regalia. I also thank my husband Jim

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for helping me on Saturday afternoon to set up the tables, chairs and preparing the Assembly room

The only downside was we were unable to secure a live bugler and had to resort to technical means that was very well administered by Rachel on Sunday and again on Monday at the service at the War Memorial being the 11th of the 11th

However, the good news is that networking went on at the reception and we have two excellent contacts for next year to achieve a live bugler and possible band too.

Cllr Williams will be reporting later on the Town Meeting but just to remind you it is at St Marys Church on Thursday 21st November 2024 starting at 7:00 pm I hope councillors will be able to attend and please spread the word.

b) To receive a report from the Clerk

Item 6.b) from the Agenda:

- Blenheim Palace has confirmed that the Christmas tree will be delivered on Tuesday, 12th November, and will be positioned in the Market Place.
- The Christmas star for the top of the tree in now delivered to the Town Hall.
- Christmas Lights: As retrospectively agreed, five live Christmas trees, each around 7 feet high and fully decorated with lights, will be delivered. We are still finalising logistics with the company. The approximate cost is £4,500.
- Following the engineering recent visit to carry out the annual fire extinguisher service, the engineer has identified that it is required replacement/additional fire safety products. The recommendation has been made in line with British Standard (BS) 5306 Part 3 and British Standard (BS) 5603 Part 8. The total cost is £57.00 +VAT
- 4A Market Street has been vacated. Breckon & Breckon has advised that some redecoration is needed at a cost of £2,250 (non-VAT registered). The Clerk and the Mayor have agreed to proceed with this expenditure in line with current financial regulations (4.1), aiming to limit the loss of rental revenue by ensuring the premises are quickly re-let.

- Item 14.a) from the Agenda:

- Quote for reducing the size of the trees and trimming the canopy in the Lawn Cemetery.

  The trees are in the cemetery growing though the hedge row in the middle of the cemetery, to reduce two Limes two Maples and one Cherry and sides to suit, raising the canopies to approximately 3 m above the ground level. Received quote for £1,200 + VAT. Budget: from £75,000 agreed for the information.

- Item 14.b) from the Agenda:

- Budget 15492

24/11/07 WTC	**7.County and District Councillor's Report** **a) OCC Cllr Graham** The Mayor invited Cllr Graham to give an oral report. **b) WODC Councillors. Cllr E Poskitt and J Cooper**

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	There were no question to Cllr Cooper and Poskitt
24/11/08 WTC	**8. Planning** To consider the Councils response to the following licence and applications: **a) Licence**: Ref W/24/01114/PAVLIC **Location:** Missing Bean, 17 Oxford Street, Woodstock **Description:** Application for Pavement Licence Concern was expressed with regard to the chairs being positioned further along from the actual Café and the health and safety of the street furniture being so close to s corner where pedestrians could turn and fall over them as they would not be in sight **b) Application**: Ref: 24/02604/FUL **Location:** St Mary Magdalene Church, Park Street **Description:** Replacement of felt roofing on existing porch with Tern Coated Stainless Steel and installation of solar panels to south facing roof ***The council had no objection to this application***
24/11/09 WTC	**9. Finance** To approve and sign the following: i) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st October 2024 **Decision** ***The Council resolve to approved the Bank Reconciliation 2024 showing a balance of £463,596.60 for the period ending 31st October 2024*** **The Mayor duly signed the reconciliation and Bank Statements for period ending 31st October 2024** ii) To note the Payments Report October 2024 of £33,871.90 including VAT Payment to the sum of £33,871.90 including VAT of £3,173.20 for October 2024 were **noted** iii) To note the Receipts Report for October 2024 Receipts to the sum of £14,928.04 including VAT of £1,407.59 for October 2024 were **noted** iv) To note the Cost Centre Report for 31st October 2024 **Report noted**
24/11/10 WTC	**Financial Regulations** To receive and accept the NALC Model Financial Regulations with suggested amendments The RFO gave an overview of suggested amendment to suit Woodstock Council **Decision** ***The Council unanimously agreed to accept the amendments and adopt the Financial Regulations.*** Cllr Grant requested that as soon as the document had been amended that all councilors receive a hard Copy of the newly adopted Financial Regulation November 2024

APPROVED

24/11/11 WTC	**11. Budget 2025/2026** To receive and discuss the draft budget for 2025/2026 After a short discussion it was agreed that any questions, suggestions or comments Councillors may have they email them to the RFO and the Budget be brought to the meeting of Tuesday 26th November 2024 for agreement.
24/11/12 WTC	**12 Capital Expenditure 2025/2026 budget** To receive a Report from Cllr Poskitt and consider the recommendations within ***This item was deferred***
24/11//13 WTC	**13. Grants** To receive a Report from Cllr Poskitt and consider the recommendations within Motion proposed by Cllr Poskitt seconded by Cllr Williams 1. *WTC supports the North Oxford Food Bank (NOFB in providing Christmas food Parcels* 2. *That WTC supports is directed towards Woodstock residents using the food bank* 3. *WTC support the NOFB with a contribution of £115 (half the amount NOFB has indicated is likely to be directed to Woodstock* Cllr Grant suggested an amendment to the motion to contribute £100 that was available from the Grants budget being 40% of the amount. Cllr Poskitt agreed to the amendment and the amended motion was put to the vote. **Vote: unanimously agreed**
24/11/14 WTC	**14. Environment:** a) To receive a quote for reducing the size of the trees and trimming the canopy in the Lawn Cemetery **Clerks recommendation** *WTC agrees the quote of £1,400 including VAT for tree works in the Lawn Cemetery, to reduce two Lime trees, two Maple trees and one Cherry tree, sides to suit, raising the canopies to approximately 3 meters above ground level and remove all debris from the site.* **Vote: unanimously agreed** **b)** To receive quotes for replacement of Lych Gate Roof Lawn Cemetery Clerk's recommendation: Quote B *WTC agrees to the quote from company B to the sum of £7,566.96 + VAT to replace the Lych gate roof to included:* - *Removal of shingles, ridge and hip* - *Supply and fix new Cedar shingles* - *Supply scaffolding* - *Soppy Skip to remove all waste* - *Remove and reinstall wooden cross* **Vote: unanimously agreed**

APPROVED

24/11/15 WTC	**15. Shipton Road Disrepair** To receive a Report from Cllr Parnes Motion: Proposed by Cllr Parnes and seconded by Cllr Grant *WTC calls upon Oxfordshire County Council to rectify disrepairs of the dilapidated barrier at the northern bend of Shipton Road, with the highest urgency bearing in mind heightened, shortened daylight hours, risk of impalement from protruding beams, more slippery surfaces in winter and the growing risk arising from already extensive period of disrepair to date.* After a short discussion regarding who would be responsible for this repair Cllr Grant suggested an amendment, that a copy of the request also went to Blenheim/Pye and Soha Housing Association. Council Parnes agreed the amendment and the amended motion was voted on **Vote: For 5 against 1 abstained 0** **Motion carried**
24/11/16 WTC	**16. GDPR** To receive a Report from Cllr Parnes (Copy provided) Cllr Parnes proposed a) WTC shall establish and update retrospectively incident logs and rectify the GDPR non-compliance issues mentioned in his report. b) Cllr Grant stated that the Clerk was very keen to ensure all was well with the GDPR regulation and asked Cllr Parnes if he would accept the following amendment. That once the Clerk had taken professional advice action would be taken. Cllr Parnes agreed and the amended motion was voted on **Motion:** WTC shall establish and update retrospectively incident logs and rectify the GDPR non-compliance issues mentioned in his report. Once the Clerk take professional dice action would be taken. **Motion carried**
24/11/17 WTC	**17. Doctor's Surgery Working Group** To receive a Report from Cllr Williams (Cllr Williams gave a brief update on the Town Meeting regarding a new Dr Surgery)
24/11/18 WTC	**18 Woodstock Town Hall Notice Board and Entrance Halls Policy** To approve the Notice Board and Entrance Halls Policy ***The WTC Town Hall Notice Boards and Entrance Halls Policy agreed with two changes Notice Board in Cadogan Park to read Notice Board in Princes Ride and Notice Board in Park View added*** **Vote: unanimously agreed**
24/11/19 WTC	**Town Council Meeting in December 2024** To agree change of date and venue of the Town Council Meeting in December due to redecoration work in Town Hall (Report – 12.12.2024 – Community Centre)

APPROVED

	The change of venue and date for the WTC monthly meeting was agreed unanimously ***The meeting will be held at the Community Centre at 7pm on Thursday 12th December 2024***
24/11/20 WTC	**Exclusion of Public and Press** **Proposed by Cllr Grant** **Seconded by Cllr Cooper** To resolve the exclusion of the press and public in accordance with the Public and Press (Admission to Meetings) Act 1960 as a mater to be discussed is deemed as confidential **Vote: unanimously agreed**
24/11/21 WTC	**Confidential** **Back-pay** To note the back pay for staff following the local government pay award. **Noted** The Clerk collected the confidential pink papers to be destroyed and requested Councillors delete them from their electronic copies.
24/11/22 WTC	Meeting closed at 8.36pm

APPROVED

Appendix 1 for the meeting held on 12th November 2024

WOODSTOCK TOWN COUNCIL
PROTOCOL FOR PUBLIC PARTICIPATION
AT PARISH COUNCIL MEETING

Meetings of the Parish Council are not public meetings.

Members of the public have a statutory right to attend meetings of the Council as observers.

Members of the public **have no legal right** to speak unless the Parish Council Chairman authorises them to do so

Members of the public should not be involved in the decision-making of the Council, and the Council should not make any instant decisions at the behest of members of the public.

As a matter of best practice, to enable members of the public to address the council on any subject Public Participation' will be kept separate from the debate of the councillors.

Adjournment for Public Participation
For the Agenda item Public Participation, the Mayor/Chair will adjourn the meeting to enable the public to use the allotted time, maximum 15 minutes, 3 minutes per speaker to speak on any subject they wish to bring before the council.

Meeting Reconvened
After the Public Participation allotted time of 15 minutes the meeting will reconvene.

Members of the public are welcome to stay for the Council meeting after the public participation session as observers but will not be able to join in the discussion for the rest of the meeting.

Exclusion from the meeting
Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

RULES FOR PUBLIC PARTICIPATION:

Members of the Public may address the Council on any subject they so wish during the Public Participation when the Chair has adjourned the meeting and invited them in turn to speak.

It is preferred but not essential that a request to speak should be submitted to the Clerk at least 48 hours before the meeting with the indication of the subject they wish to speak about and when possible a written copy of the points they wish to raise.

Public Participation is not open to debate.

Allotted time

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Public Participation shall not exceed 15 minutes unless by special concession of the Chair of the meeting.

The time for each member of the public to speak is limited to 3 minutes.

If more than one member of the public wishes to speak on the same topic, they should nominate one person to speak on their behalf.

This will avoid duplication and make the best use of the time set aside for Public Participation.

Information handouts brought to the meeting should be placed on the table provided to avoid delaying or disrupting the meeting.

Inappropriate question or statement
The Chair has the right to say that any question or statement is inappropriate and not be acceptable and stop the speaker from continuing to speak.

If the speaker ignores the requests of the Chair, they will be asked to leave the meeting, if they refuse to leave the meeting, the Police may be called upon to remove them from the meeting.

Neither Councillors nor the Clerk should respond to comments received by members of the public during public participation. If the topic they are speaking about is an agenda item, it will be debated using the correct process when the item is discussed.

Members of the public do not have a right to force items onto the Council and/or Committee agendas.

Members of the public do not have a right to insist on how matters are recorded in the minutes.

A question raised by a member of the public during Public Participation shall not require a response and there will be no debate or discussion by Councillors. The Chair will direct this.

All person's present will act respectfully towards every other person in attendance. They must not act in a manner that demeans, insults, threatens, or intimidates another person.

All statements, questions, responses, challenges to statements, complaints or criticisms must be made appropriately and politely.

All statements, questions and responses must be related to the facts of the matter and not be personal in nature.

There should be no personal reference made to any person or persons identified at the meeting.

Unacceptable Behaviour
Offensive and/or threatening behaviour will not be tolerated. If a member of the public disrupts the proceedings of any meeting the Council reserves the right to curtail their contribution.

If a member of the public persists in disrupting the meeting after receiving two warnings from the Chair, the third reminder will result in the person(s) causing the disruption to be asked to leave the meeting.

If a member of the public refuses to leave the meeting the Police will be called up to remove them.

November 2024

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 26th November 2024

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Cooper, Parnes, and Poskitt

In Attendance: Town Clerk: Valentin Lavdakov.
RFO: Karen Howe

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 5**
The Mayor informed the Councillors and members of the public that the meeting was being recorded by audio only and not being filmed by the Council

24/11/23 ETC	**The Mayor opened the meeting by welcoming the Councillors and members of the public attending the meeting** **1. Apologies for Absence** Apologies for absence received from Cllrs: Addis, Lancaster and Spencer-Churchill.
24/09/24 ETC	**2.Declarations of interest** Cllr Poskitt declared an interest as a member of WODC Uplands Committee for the following items from the Agenda: - Item 6: Planning from the Agenda - Item 9: Town Council election and Polling Cards. Cllr Cooper declared an interest as a member of WODC Uplands Committee for the following items from the Agenda: - Item 6: Planning from the Agenda - Item 9: Town Council election and Polling Cards. Cllr Banbury declared an interest as a member of the Memorial Garden for the following items from the Agenda: - Item 7: Budget (Grants)
24/11/25 ETC	**3. Public Participation** The Council agreed unanimously to adopt the Public Participation Protocol on 12th November 2024 (24/11/03 WTC) **There were no members of the Public that wished to address the Council**
24/11/26 ETC	**4. Minutes from Previous Meetings** To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on Tuesday, 15th October 2024. **Decision** • The Council agreed the minutes of Tuesday 15th October 2024 with amendments as an accurate record of the meeting • Agreed amendments as follows: - 24/10/02 WTC Was: Cllr Cooper as volunteer Amended to: Cllr Cooper as Volunteer - 24/10/03 WTC Was: Speaker 2 – Address Amended to: Speaker 2 – Addressed

- 24/10/05 WTC Was: matters and pointing
  Amended to: matters and pointed
- 24/10/06 WTC Was: County Councillor report attached as an appendix
  Amended to: County Councillors' report, attached as an Appendix
  Was: oral updated
  Amended to: oral update
  Was: town are
  Amended to: town were
  Was: OCC to the
  Amended to: OCC to an
  Was: 23rd 24th and this needs
  Amended to: 23rd / 24th and that needs
  Was: There was no question
  Amended to: There were no questions
- 24/10/08 WTC Was: members of this
  Amended to: members of the
- 24/10/09 WTC Was: is favour purchase
  Amended to: is a favourite perching
  Was: Noted some points
  Amended to: Noted. There were
- 24/10/10 WTC Was: The Grants be
  Amended to: The Grant to be
- 24/10/12 WTC Was: Cllr Copper
  Amended to: Cllr Cooper
  Was: for this work will be
  Amended to: for this work would be
  Was: RFO that
  Amended to: RFO of
- 24/10/13 WTC Was: is being sort
  Amended to: is being sought
- 24/10/17 WTC Was: look at the companies
  Amended to: look at companies

b) Minutes of the Extraordinary Meeting held on Wednesday, 23rd October 2024.

Decision

- The Council agreed the minutes of Wednesday 23rd October 2024 with amendments as an accurate record of the meeting
- Agreed Amendments as follows:

- 24/10/22 ETC Was: attendance that
  Amended to: attendance, that
  Was: been privileging
  Amended to: been a privilege
- 24/10/25 ETC Was: as Mayor is
  Amended to: as Mayor was
  Was: no longer be able
  Amended to: no longer being able
  Was: Standing Orders where
  Amended to: Standing Orders were
  Was: to includes
  Amended to: to include

	c) Minutes of the Town Council Meeting held on Tuesday, 12th November 2024. • The Council agreed the minutes of Tuesday 12th November 2024 with amendments as an accurate record of the meeting • Agreed Amendments as follows: - 24/11/02 WTC Was: 24/09/02 WTC Amended to: 24/11/02 WTC Was: declared interest Amended to: declared an interest - 24/11/03 WTC Was: as an appendix 1 Amended to: as Appendix 1 Was: CO2 admissions Amended to: CO2 emissions - 24/11/06 WTC Was: Admin assistant Amended to: Admin Assistant Was: means that was very Amended to: means that were very Was: St Marys Church Amended to: St Mary Magdalene Church Was: the engineering recent visit Amended to: recent engineering visit Was: that it is required Amended to: that there is a requirement for - 24/11/08 WTC Was: so close to s corner Amended to: so close to a corner Was: sight Amended to: sight. - 24/11/09 WTC Was: the reconciliation and Amended to: the Reconciliation and - 24/11/11 WTC Was: Councillors may have they Amended to: Councillors might have that - 24/11/16 WTC Was: professional dice Amended to: professional advice - 24/11/18 WTC Was: two changes Amended to: two changes. - 24/11/20 WTC Was: Act 1960 as a mater Amended to: Act 1960 as a matter - 24/11/21 WTC Was: delete them from Amended to: delete the information
24/11/27 ETC	**5. Mayor and Clerks Reports (verbal report)** a) To receive a report from the Mayor The Mayor reported • That the Town Meeting Thursday 21st November 2024 with regard to a new Doctors Surgery had been well attended and Cllr Williams will give an overview later in the meeting. Thank you letters to all the Speakers have been sent out by the Clerk • Reminded Councillors that the meeting in December would be held in the Community Centre and would be Thursday 12th December 2024 at 7:00 pm (as agreed at the Council meeting held on Tuesday 12th November 2024) due to decorating going on in the Town Hall • The Drs Surgery staff will be vacating room 13 tomorrow (27th November 2024) and we have received thanks from the Practice Manager and Staff

	b) To receive a report from the Clerk Cllr Parnes asked whether, in the case of only two nominations, the third Councillor vacancy could be filled by co-option. The Clerk responded that, after consulting with WODC, it was clarified that the third vacancy must be filled through election, not co-option.
24/11/28 ETC	**6. Planning** To consider the Council's response to the following license and applications: **a) Planning Appeal** Ref: APP/D3125/W/24/3353373 Location: 31 Oxford Road Description: Appeal against refusal of application 24/01268/FUL – Erection of double carport with minor conjunctive alterations to planning consent 23/01186/FUL Website Link: 24/01268/FUL **Decision:** **The Council agreed that they had no further comments and were informed by the RFO that the previous comments would automatically be put forward to this application.** **b) Planning Applications** Ref: 24/02795/S73 Location: **15 Cadogan Park** Description: Variation of conditions 2 and 3 of planning permission 24/00987/HHD to allow changes to external material to the rear including proposed render in place of approved vertical timber together with revisions to approved design and layout including alterations to some window and door openings and new flue in place of approved chimney. Website Link: 24/02795/S73 **Decision:** **The Council** agreed that it had **no objection to this application** **c) Ref: 24/02755/FUL** Location: **Thames Valley Police Station, Hensington Road** Description: Erection of retirement living accommodation with communal facilities, car parking, landscaping and associated works Website Link: 24/02755/FUL **Decisions:** The Council has the following objections: - Not in line with local plan policy EW10 - Inadequate parking possibly overspills into public carpark - Height of the building- appears to be overbearing for the area and may affect Bear Close - Overdevelopment of the site - Impact on the GP Surgery - The only piece of brown land left in the town that could be used for facilities the town may need. **d) Ref: 24/02722/FUL** Location: **16 Oxford Street** Description: Change of use of E(C)(ii) professional services basement store to C3 basement games room for flat 16 Website Link: 24/02755/FUL

	Decision: **The Council agreed that it had objection to this application** e) **Ref: 24/02847/HHD** Location: **19 Hill Rise** Description: Erection of single storey extension to rear and side and associated works Website Link: 24/02847/HHD **Decision:** **The Council agreed that it no objection to this application**
24/11/29 ETC	**7. Budget 2025/2026** **a) To approve the budget for 2025/2026** **Cllr Grant Proposed** **Seconded by Cllr Banbury** That £4000 of the Projects to be decided (£11,130) be earmarked for the VE Day (8th May 2025) celebration to be held on Saturday 10th May 2025 and VJ Day 15th August 2025 **Decision: This was unanimously agreed** **Cllr Poskitt Proposed** **Seconded by Cllr Grant** That the 25/26 budget be agreed with the addition of the above agreed motion **Vote:** For: 6 Against: 0 Abstained: 0 **Decision: The 25/26 budget was unanimously agreed** **b) To approve the precept for 2025/2026** **Cllr Grant Proposed** **Seconded by Cllr Williams** That the Precept of £149,000 be approved **Vote:** For: 6 Against: 0 Abstain: 0 **Decision: The precept figure of £149,000 was unanimously agreed** c) **To discuss and agree additional signatures for bank authorisation**. Cllr Williams volunteered to become an authorised Bank Signatory **Decision:** The Council unanimously agreed that Cllr Williams become an authorised Bank Signatory • The Mayor advised that the Staff would assist Cllr Williams with the procedure needed • Cllr Cooper asked if quotes had been received for Solar Panels to be fitted in the Community Centre. Cllr Grant informed the Council that she had spoken with the RFO and there would be enough money in the 24/25 budget to cover the cost of solar panel installation but she hoped the prospect of the grant would be looked into. Cllr Grant also informed the Council

	she had discussed this project with Cllr Poskitt and due to not being able to track down the survey produced by Darke & Taylor and the previous 2013 survey that suggested the roof was not viable, and she asked the Council to agree a new structural survey to be carried out after which the quotes would be sought. The Council agreed unanimously to a structural survey being carried out
24/11/30 ETC	**8. Property Report** To receive the November Property Report The Council noted the report and the following motion was put to the Council **Motion: Proposed by Cllr Grant** **Seconded by Cllr Cooper** *WTC council agrees to, flat 4a Market Street having new carpets and vinyl flooring fitted at a cost of £2190 no VAT.* ***Budget allocation:*** *from the agreed property allocation of £75,000 from 23/24 reserves budget minute 24/07/24.* Vote For: 6 Against: 0 Abstain: 0 **Decision: The Council unanimously agreed the above motion**
24/11/31 ETC	**9. Town Council Election and Polling Cards** To discuss the Town Council Election and to consider the use of Polling Cards. WTC agrees to use Polling Cards to be sent out at a cost of £3000 **Cllr Parnes Proposed** **Seconded by Cllr Cooper** *That the council agrees to pay £3,000 for WODC to send out polling cards for the forthcoming By-Election on Thursday 16th January 2025* **Cllr Parnes requested a named vote** **Vote:** For: 4 Cllr: Parnes, Banbury, Williams and Cooper Against: 0 Abstained: Cllr Poskitt and Cllr Grant **Decision: The motion was carried**
24/11/32 ETC	**10. Doctors' Surgery** To receive an update from the Town Meeting on 21st November 2024 The Town Meeting was well attended, with all the principal stakeholders providing information with regard to their particular roles and views, apart from Cllr Hugo Ashton representing WODC, who was unwell, and Dr Nick Broughton, CEO of BOB ICB, who sent a statement which was read out by Cllr Williams. Questions to the panel from members of the public raised a number of issues which were responded to by the appropriate speakers on the panel. These issues were also noted by the Council and would form part of future urgent discussions to be held in order to have this long-running matter finally resolved. It was agreed that regular updates of progress from these discussions would be logged on the Council website. Cllr Grant asked Cllrs Poskitt and Cooper in WODC capacity if they could press the point that we need a New Doctor Surgery close to the Town Centre. Cllr Cooper suggested the Clerk contacts WODC planning requesting they keep WTC updated with any movement on Banbury Road site. The Council agreed to this. Clerk to action.

24/11/33 ETC	**11. Botley Solar Farm update** To receive an update on Botley Solar Farm The RFO provided an update. The developers have submitted their application for Development Consent to the Planning Inspector. Discussions with WODC and representatives from affected parishes about managing possible financial mitigation are progressing. The RFO had been invited to be part of the small community benefit steering community benefit steering group facilitated by WODC Council. The Council were please to know that the RFO with be on the steering group.
24/11/34 ETC	**12. Woodstock Parking Review** To note OCC's decision. Cllr Parnes said it was disappointing the OCC had not taken notice of the WTC Parking Survey points and had indicated they would contact WTC later. To date, the Clerk reported he had not had any correspondence from OCC on this matter. Cllr Grant suggested that if the Clerk had not heard from OCC by the meeting to be held Thursday 12th December 2024 that Oxfordshire County Councillor Andy Graham be informed and asked to look into WTC receiving a reply. **The Council agreed this**
24/11//35 ETC	**13. Christmas Closing Dates** To approve Christmas Closing Dates in line with WODC. The following Christmas Closing dates (from 23rd December 2024 till 1st January 2025 inclusive) were agreed with the emergency contact details to be available to the public. Cllr Grant pointed out that the decorators may wish to work during the closure dates and a plan for accessibility needed to be decided. The Clerk said he would carry out an emergency plan. **Cllr Grant Proposed** **Seconded by Cllr Cooper** **Decision: The Council unanimously agreed the above motion**
24/11/36 ETC	**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. There were no confidential items on the Agenda
24/11/37 ETC	**15. Close Meeting at 8:28 pm**

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Community Centre, New Road, Woodstock on Thursday 12th December 2024

Cllrs. Present: Cllrs: Grant (Mayor), Cooper Parnes, Poskitt and Williams

In Attendance: RFO Karen Howe

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 13**

The Mayor reminded the Councillors and members of the public the meeting would be recorded audio only and not filmed by WTC. Members of the public are permitted to audio record and film.

24/12/01 WTC	**1. Apologies for Absence** Prior to receiving apologies from Councillors the Mayor gave apologies for the Town Clerk who had been called away on personal business and thanked the RFO Karen Howe for servicing the meeting. Apologies of absence received from Cllrs: Addis, Banbury, Lancaster and Spencer-Churchill.
24/12/02 WTC	**2. Declarations of Interests** Cllr Poskitt declared an interest as a member of WODC Uplands Committee for Item 8. Planning and Item 14. Banbury Road Development site. Cllr Cooper declared an interest as a member of WODC Uplands Committee for Item 8. Planning and Item 14. Banbury Road Development site.
24/12/03 WTC	**3. Public Participation** The meeting was **adjourned** and 3 members of the Public addressed the Council Speaker 1: Addressed the Council regarding Grants Speaker 2: Addressed the Council regarding Bens Close Flooding Speaker 3: Addressed the Council regarding Water Meadows The meeting was **reconvened.**
24/12/04 WTC	**4. Deployable cameras** **a) Report** Inspector Chris Ball from TVP spoke to his report on the new deployable CCTV cameras being installed in Woodstock. The main points covered were: • The location of the camera would be on a lamppost by The Bear Hotel. • The camera will have 360º vision with 24/7 remote monitoring. • The recordings are kept for 28 days unless needed as evidence in which case they are kept for 7 years. • The Town Council does not have access to the recordings unless they make a request. • It is hoped they will be in place by the end of the financial year.
24/12/18 WTC	**18. Bens Close Flooding** Cllr Parnes requested this item be brought forward for the benefit of public. This was unanimously agreed. Cllr Parnes spoke to his report and proposed the following motion:

APPROVED

	Motion: Proposed by Cllr Parnes and seconded by Cllr Grant Woodstock Town Council RESOLVES to communicate this report and Resolution to the Managing Directors of Thames Water, Sovereign Housing Association, Oxfordshire County Council, West Oxfordshire District Council, and Blenheim, to express WTC's substantial concerns and disappointment in relation to continuing uncertainties and difficulties experienced by the displaced residents of Bens Close, which are exacerbated by limited communications with them, ongoing flood threats arising from the state of Banbury Road and underperformance of its Thames Water related drainage and sewage, and the lack of better flood prevention measures on the field behind the Bens Close homes; further, the Town Council requests considered responses from each addressee and urgent reinstatement of a drainage ditch or other. Cllr Parnes added the following addition to the motion: Additionally, Woodstock Town Council RESOLVES to echo this week's resolution at Witney Town Council by requesting also that Woodstock TC's clerk write a strongly worded letter to West Oxfordshire District Council insisting that more weight be given to flooding issues in WODC's Local Plan to ensure that also Woodstock's new development sites will benefit the town and protect its residents from flooding by means of suitable infrastructure. Cllr Poskitt requested to include reference to Hensington Close due to 3 properties being affected. Cllr Parnes agreed to the amendment The motion was voted on **Decision** It was **agreed** unanimously to accept the following motion: Woodstock Town Council RESOLVES to communicate this report and Resolution to the Managing Directors of Thames Water, Sovereign Housing Association, Oxfordshire County Council, West Oxfordshire District Council, and Blenheim, to express WTC's substantial concerns and disappointment in relation to continuing uncertainties and difficulties experienced by the displaced residents of Bens Close and also the residents of Hensington Close, which are exacerbated by limited communications with them, ongoing flood threats arising from the state of Banbury Road and underperformance of its Thames Water related drainage and sewage, and the lack of better flood prevention measures on the field behind the Bens Close homes; further, the Town Council requests considered responses from each addressee and urgent reinstatement of a drainage ditch or other. Additionally, Woodstock Town Council RESOLVES to echo this week's resolution at Witney Town Council by requesting also that Woodstock TC's clerk write a strongly worded letter to West Oxfordshire District Council insisting that more weight be given to flooding issues in WODC's Local Plan to ensure that also Woodstock's new development sites will benefit the town and protect its residents from flooding by means of suitable infrastructure
24/12/05 WTC	**5. Minutes from Previous Meetings** a) Minutes of the Town Council Meeting held on Tuesday 26th November 2024 Cllr Poskitt requested that the last paragraph of item 24/11/33 be replaced with the following wording: The RFO provided an update. The developers have submitted their application for Development Consent to the Planning Inspector. Discussions with WODC and representatives from affected parishes about managing possible financial mitigation are progressing. The RFO had been invited to be part of the small community benefit steering group facilitated by WODC Council. The Council were please to know that the RFO with be on the steering group. There were also several grammar and spelling mistakes to be corrected. **Decision** The Council agreed that the minutes of Tuesday 26th November 2024 as an accurate record of the meeting with agreed amendments and as the Mayor would sign the revised minutes the following day once the amendments had been made. b) The Council noted the Clerk's Supplementary Report regarding missing Item 9(h) from the Minutes of 15th October 2024.
24/12/06 WTC	**6. Mayor and Clerks Reports** a) To receive a report from the Mayor

APPROVED

	The Mayor informed the Council that the redecorating was going well. b) To receive a report from the Clerk The report from the Clerk was **noted**
24/12/07 **WTC**	**7. County and District Councillor's Report** a) To receive reports from OCC Cllr Andy Graham The Council noted Cllr Graham's Report, there were no questions raised. b) To receive reports from WODC Councillors Cllr Cooper and Cllr Poskitt The Council noted the WODC Councillors report, there were no questions raised During this item Cllr Poskitt informed the Council that she had joined the OCC "Walk and Talk" meeting and that a report will follow later.
24/12/08 **WTC**	**8. Planning** To consider the Councils response to the following licence and applications: a) Ref: 24/03007/HHD 15 Oxford Road Woodstock Oxfordshire Description: Replacement of existing rear flat roof with a pitched roof including dormer windows to create additional first floor living space **Decision** The Council had no objections to this application
24/12/09 **WTC**	**9. Finance.** a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th November 2024 **Decision** The Council unanimously agreed to approve the bank reconciliation showing a balance of £462,254.26 for the period ending 30th November 2024 and the Mayor duly signed the reconciliation. The Mayor duly signed the Bank Reconciliation b) To note the Payments Report for November 2024 Payments of £19,556.44 inc VAT of £1,427.18 for November 2024 were **noted.** c) To note the Receipts Report for November 2024 Receipts of £18,214.10 inc VAT of £910.31 for November 2024 were **noted** d) To note the Cost Centre Report for November 2024 The cost centre report for November 2024 was **noted**
24/12/10 **WTC**	**10. RoSPA Report** The RoSPA report for 2024 was circulated prior to the meeting. **Decision** The Council **agreed** unanimously that all of the 11-recommendation stated on page 7 of the RoSPA report be actioned as soon as possible
24/12/11 **WTC**	**11. Remembrance Sunday Wreaths Donation** The Councillors discussed a donation for the British Legion. **Decision** The Council **unanimously agreed** to donate £100 under s137 provision to the British Legion for supplying the Poppy wreaths for Remembrance Sunday
24/12/12 **WTC**	**12. Reintroduction of the Town and Palace dialogue meetings** a) To agree 3 members of the Council to attend these meetings. **Decision** The Council unanimously **agreed** for Cllrs Williams, Poskitt and Parnes to be the delegated Councillors to attend these meetings. b) To agree one of the delegated council members to Chair these meeting alternating with Blenheim Chair **Decision**

APPROVED

	The Council unanimously **agreed** for Cllr Williams to be the Council's delegated alternated Chairperson for the Town and Palace Dialogue meetings. Cllr Poskitt pointed out the Chair often found themselves responsible for producing the minutes which in the past had proven unsatisfactory. Cllr Grant suggested that as the meeting was to be of one-hour duration that the Council agree for the Clerk to service the meetings **Decision** The Council unanimously **agreed** for the Clerk to provided support to these meetings.
24/12/13 **WTC**	**13. Road Closure License Chargers WODC** The Mayor explained that there is now a charge for road closure applications and a request had been received from the Chair of "Wake up to Woodstock" to help fund the cost of £151.75 Cllr Grant proposed and Cllr Williams seconded **Motion:** *WTC agrees to cover the cost of the road closer for the community event 'Night of Thousand Candles' to the sum of £151.75. This sum to be paid from the Civic budget as the event was for the benefit of the community.* **Decision** The Council unanimously **agreed**
24/12/14 **WTC**	**14. Banbury Road development site update** The meeting was advised that the reply from WODC regarding the position to date on the Banbury Road development site was that they are still awaiting completion of the Section 106. During the item Cllr Cooper recommended the Council ask WODC for further clarification on the community land shown on the site plan and its potential use **Decision** The Council unanimously **agreed** for the RFO write to a) WODC and Blenheim requesting defined use of use for the allocated land on the Banbury Road development plan described as 'Community Land' b) Follow up on the s106 money allocation that had yet to be finalised especially with regard to the new Drs Surgery
24/12/15 **WTC**	**15. Grants Policy and Guidance** To receive the Grants Policy and Procedure a) To agree the updated Grants Policy and Procedure b) To agree the Grants Application Form c) To agree the opening and closing date for Application for Grants 25/26 Cllr Poskitt requested a change to the wording of para 2.1 of the Grants Policy and Procedure to include clarification of the number of local people that an organisation serviced. **Decision** The Council unanimously **agreed** to approve with the one amendment the Grants Policy and Procedure and the Grants Application Form and that the dates for application would be 1st January 2025 – 31st January 2025
24/12/16 **WTC**	**16. Environment** a) The bus shelter survey was circulated prior to the meeting. The survey was **noted** b) The report from Cllr Poskitt on bus shelters, waste bins, speed indicators were circulated prior to the meeting. During the discussion the following points were raised/suggested: • Council could look for possible grant funding for replacing the shelters. • It is possible that the Hill Rise bus shelter will be replaced as part of the planning requirements of the new development • Has Blenheim been approached to see if they could offer to help with the Hensington Gate bus shelter • Request to add the bus shelters to the Town and Palace dialogue meeting • It was suggested that the Council go ahead with the repairs as it may be months before new shelters can be provided.

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	Decisions 1 - The Council unanimously **agreed** for the clear panels to be fitted to the Bus Shelter situated in Oxford Road at a cost of £1,154.10 + VAT. 2 - The Council requested the RFO to change WTC bin emptying facility to the cheaper option she recommended for immediate effect, and to obtain a quote for the cost of new bins. Cllr Poskitt will identify areas when extra bins were needed and report back to the Council. Oxford Road at a cost £1154.10 + Vat 3 - The unanimously council **agreed** that Cllr Poskitt would do more research on the cost of speed indicator devices and report back to a future meeting. **c) Christmas Lights** To agree to form a working group for Christmas Lights 2025 **Decision** It was unanimously **agreed** to defer this item until after the by-election to allow the newly elected Councillors to be included.
24/12/17 **WTC**	**17. Doctor's Surgery** Cllr Williams gave a short overview of the situation to date and said that there had been some progress, and that a letter from the ICB welcomed any suggestions and said that it was not them that had refused the site.
24/12/18 **WTC**	**18. Bens Close Flooding** This item was moved up the Agenda to be discussed before item 5
24/12/19 **WTC**	**19. Exclusion of Press and Public** Item not required
24/12/20 **WTC**	**20. Close Meeting** The Mayor wished everyone a Happy Christmas and closed the meeting at 8.27pm

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 14th January 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Cooper, Poskitt, Spencer- Churchill, and Parnes.

In Attendance: Town Clerk: Valentin Lavdakov
OCC Member: Cllr Graham

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 9**

The Mayor brought to the attention of the meeting the paragraph on the Agenda covering recording and filming

25/01/01 WTC	**1. Apologies for Absence** To receive and consider for acceptance apologies for absence. Apologies of absence were received from Cllrs Addis and Lancaster
25/01/02 WTC	**2. 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 Item 7. Planning Cllr Poskitt declared and interest as member of the WODC Uplands Committee Item 7. Planning Cllr Cooper declared and interest as member of the WODC Uplands Committee Item 7a & Item 16 Planning Cllr Spencer-Churchill
25/01/03 WTC	**3. Public Participation** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. **Meeting Adjourned at this point for Public Participation** One member of the public addressed the council on the advertising of the candidates of the election on Thursday 16th January 2025 **Meeting reconvened**
25/01/04 WTC	**4. Minutes** Minutes from Previous Meetings To consider for approval the following Minutes of the Town Council a) Minutes of the Urgent Planning Committee Meeting held on 6th January 2025 ***The minutes of UPC 06.01.25 were presented for information only and noted by the Council.***

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	These minutes will be presented for approval at the next UPC meeting.
25/01/05 WTC	**5. Mayor and Clerks Reports** a) To receive a report from the Mayor There has been an issue with the promotion of nominated election candidates with regard to the Council be involved with such. This has been corrected as advised by the Returning Officer and the information has been past on to those concerned for clarification. Copies are also circulated to you all at the table for your convenience. b) To receive a report from the Clerk The Clerk informed the Council that to comply with GDPR the Caretaking Staff should have separate telephones and not use their personal ones. **Recommendation:** *To purchase 2 mobile phones, pay as you go at a cost of £150 and free SIM cards for £6 per month, totaling £144 inc VAT, totaling £294 for the first year.* **Decision:** **The Council unanimously agreed this recommendation.**
25/01/06 WTC	**6. County and District Councillors Reports** To receive reports from a) OCC Cllr Andy Graham The Mayor invited Cllr Graham to give an oral report. The report is attached as Appendix 1 to these minutes Cllr Parnes asked about the damaged fence on Shipton Road. Cllr Graham replied that this is been dealt with. The Mayor inform the Council that things had moved on further. The Town Clerk has chased this issue up and now it has been dealt with by the Covenant Management. Cllr Parnes asked if the Council may have an observer role at the stakeholders meeting of the Doctors Surgery in the future. Cllr Graham replied that he will take this further but the people at the table are the once who can make the things happen as that requires specific knowledge and skill as it is a higher level but I take your point as you have said there maybe a way we can do that. Cllr Parnes stated that it was in the news today an article regarding OCC initiative to renovate libraries and there as not mention of Woodstock. Is there any way that we can ensure we can be included? Cllr Graham answered: Yes, I have taken that forward for discussion with officers and I have made the plea for it to be given priority as well as other part of the county, and it is something we deserve as museum as a temporary solution.

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b) WODC District Cllr Cooper and Cllr Poskitt report

There were no questions to the District Council

The report is attached as Appendix 2 to these minutes.

c) Walk and Talk Report Chris Grain Engagement Team OCC Highways.

The report is attached as an Appendix 3 to these minutes. The Mayor spoke to this item.

- **Bullet point 3** Market Street Traffic Bollards

Several of these safety bollards needed reseating as they had become dislodged

There is some question as to who is liable for the Market Street Traffic Bollards outside the Woodstock Arms. The Clerk has now provided a map showing this liability lays with OCC

- **Bullet point 4** of the report states:

"Market Street areas of missing cobbles, (including other areas in High Street Cllr Graham has reach out to the Highway Scheme and Minor Civils Team to determine the best longer-term solution CG to provide updates".

Motion:

Proposed by Cllr Grant **Seconded by Cllr Cooper**

WTC agrees that: The Clerk write to the Highway Scheme and Minor Civils Team and express their concern regarding the possible removal of cobbles and that they were strongly against this action as Cobbles are part of the historic beauty of Woodstock

Decision:

The Council unanimously agreed the proposal.

- **Bullet point 5** Shipton Road broken fencing

Shipton Road fencing is now being dealt with by the Covenant Management, thanks to the Clerk's persistence with tracking down liability.

- **Bullet point 7** to note the Marlborough Arms is in Oxford Street not Oxford Road.

25/01/07 WTC

7. Planning

To consider the Councils response to the following consultations:

a) Cherwell Local Plan Review 2042

To consider and agree a response from WTC (There will be a public consultation held by WODC on this matter at the Community Centre on 28th January 2025, from 2:00 pm to 5:15 pm)

Copy of the section of the Local Plan related to the site of South East of Woodstock (enclosed)

Decision:

The Council unanimously agreed to defer this item to an ETC meeting to be held 21st January 2025 and suggested the Councillors attended exhibition if at all possible

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	b) Planning Application Ref: 24/02953/HHD; 8 Hill Rise Woodstock Oxfordshire Description: Erection of first floor rear extension and single storey link to garage **Decision:** **The Council unanimously agreed that they had no objection to this application.**
25/01/08 WTC	**8. Finance.** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st December 2024 (enclosed) *The Council resolve to approved the Bank Reconciliation 2024 showing a balance of £435,414.41 for the period ending 31st December 2024* To adhere to Financial Regulation 2.6 the Reconciliation and Bank Statements needed to be signed by another councillor at least once per quarter. **Decision:** **The council unanimously agreed for the Deputy Mayor Cllr Williams to sign these documents. The Deputy Mayor duly signed the documents in line with Financial Regulations.** b) To note the Payments, Report December 2024 of £27,611.65, plus VAT of £3,044.85, totaling of £30,656.50 - **Noted** c) To note the Receipt Report for December 2024 of the total amount of £3,843.43 including VAT – **Noted** d) To note the Cost Centre Report for December 2024 - **Noted**
25/01/09 WTC	**9. Property Report** To receive the January 2025 Property Report Cllr Grant reported Town Hall a) Worn door catches have been replaced before someone get locked in Separate cost. b) Quote for silent closure has been requested. This door slams up and make a tremendous noise which is unfair to our daily bookings' attendees c) The Assembly Room sash windows need new sash cords for which a separate quote is being sought. d) Grateful thanks to our staff who have had to tolerate the disruption and for the hard work they have put in clearing space for the decorating to take place and returning all the items back afterwards and a special think to Rachel who kindly organised the removal of the wall hangings and their re-hanging. Lastly to the decorators who have gone out of their way to not cause too much disruption of business and for the use of their scaffolding tower. e) Since the administration Office has been completed and thanks to our staff spare carpet tiles

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	have been found and fitted where the partition removal left a gap in the carpet tiles. f) New blinds are needed for the 2 Windows and Breckon and Breckon have been asked to source quotes. g) The sound system at the Community Centre is no longer fit for purpose and needs replacing. The system we purchased for the Town Hall cost £399 and it has been suggested we buy similar for the Community Centre. This being under £1000 may be purchased under F R 5.15 Clerk and Mayor/Councillor agreement, are you happy for this purchase to go ahead? **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Cooper** *WTC agrees that: The Council to purchase of a new sound system for the Community Centre at the cost of approximately £399* **Decision:** **The Council unanimously agreed the proposal.**
25/01/10 WTC	**10. OWL Report** To receive a report on the OWL entrance via Verenia Court **OWL Meeting with Verenia Court Management Company 13th December 2024** After much investigation the conclusion was that the entrance from the OWL Extension via Verenia Court will be closed. At the time of planning permission, the s106 agreement included a clause regarding the access being kept open for 20 years. This was probably due to the fact that more development was intended on the land we now call the OWL Extension. The developer agreed to hand over the unused land to WTC and the Council paid the transfer fee. The s106 clause regarding the entrance had to be kept open for 20 years still stood. The Council was very keen to accept this land with a view to stop development. Although it maybe thought the land is not large enough for development the other side or the railway bank now known as Boundary Close shows there is potentially a development possibility. The Verenia Court Management Company will be closing the entrance with a strong fence when the weather gets better and will let the Council know it has been done. **Steps** As the Council are aware the steps are in a very poor state and would benefit from being removed and returned to being the natural bank as this will now be a dead-end with no access. **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Cooper** *WTC agrees that: Quotes are sort for the necessary works on the steps that are no longer fit for purpose or indeed have no purpose. Erection of Signage to inform people that there is no longer access.* **Decision:**

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	The Council unanimously agreed the recommendation.
25/01/11 WTC	**11. Lawn Cemetery** a) To receive quotes for work needed in the Lawn Cemetery Green Lane **Decision:** **The council unanimously agreed to the quote of £12,157.92 including VAT for the necessary works at the Lawn Cemetery** *Budget provision from the agreed Environment Budget from reserves of 24/25 (Environment Projects)* b) Benches To receive quotes for benches in the Green Lane Cemetery **Decision:** **The Council unanimously agreed for this item to be deferred**
25/01/12 WTC	**12. Community Centre Roof Structural Survey** To receive quotes for roof structural survey **Decision:** **The Council unanimously agreed that Company B will carry out the Community Centre Roof Survey at a cost of £1,895.00.**
25/01/13 WTC	**13. New Drs Surgery update** To receive an update from Cllr Williams The Council received the report from Cllr Williams. The report is attached as an Appendix 3 to these minutes. There were no questions **Recommendations:** 1. That the emails from Cllr Williams to Calum Miller MP and the reply received by included in the Town Council minutes **The Council unanimously agreed** 2. That the Town Council send a Freedom of Information request to BOB ICB asking for all information relating to previous discussions held with regard to the provision of a new GPs' Surgery in Woodstock; **Motion:** **Proposed by Cllr Williams** **Seconded by Cllr Cooper** *WTC agrees for: Cllr Parnes to liaise with the Clerk to write a Freedom of Information request to BOB ICB asking for all information relating to previous discussions held with regard to the provision of a new GPs' Surgery in Woodstock* **Decision:**

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	The Council unanimously agreed the recommendation 3. That all members of the Town Council are encourage to write to each of the WODC Uplands Planning Committee individually, stating our objections to 24/02755/FUL. 4. That a member of the Town Council addresses the WODC Uplands Planning Committee when 24/02755/FUL is on the agenda, to put forward the Town Council's objections to the proposals which have been submitted. *This will be decided after the next Drs Surgery group meeting (date to be decided). Cllr Poskitt suggested that we also encourage members of the public to attend the meeting to speak although there is a time limit for public speaking, the allocated time will be divided between those wish to speak.*
25/01/14 WTC	**14. Bens Close and Hensington Road Flooding (Cllr Parnes)** To consider Resolved outgoing correspondence and any responses or updates, and possible next steps, further to the occupancy displacements discussed last month. The Clerk gave apologies and informed the Council that due to him being on annual holiday the letter agreed had not been sent. ***The Mayor suggested that as in the motion the full report and motion be sent to the request 4 parties with the indication that the Council strongly supported the motion.*** **Cllr Parnes agreed to this**
25/01/15 WTC	**15. Unresolved Shipton Road Dilapidations in Safety Railings** To consider Resolved outgoing correspondence and any responses or updates, and possible next steps. **This item was dealt with under item 6 c)**
25/01/16 WTC	**16. Booking Policy** **Motion:** **Proposed by Cllr Parnes** **Seconded by Cllr Grant** That information updates to the WTC website and bookings for major exhibitions related to WTC policy be communicated to the Town Council membership as soon as possible. Whenever Agendas are changed after publication and/or circulation, each subsequent version will be respectively numbered with a unique reference number, reissuance date, note of what content has been added, removed or corrected. The Mayor requested the motion be taken in 2 separate parts as they were 2 different subjects a) That information updates to the WTC website and bookings for major exhibitions related to WTC policy be communicated to the Town Council membership as soon as possible **Vote: Yes – 5, No – 1; Abstain - 1** **Decision:** **The motion was carried** b) Whenever Agendas are changed after publication and/or circulation, each subsequent version will be respectively numbered with a unique reference number, reissuance date, note of what content has been added, removed or corrected.

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	The Mayor requested this motion to be deferred to give the Clerk time to research the correct procedure if and when Agendas needed amending after being posted. *Cllr Parnes agreed to this and the information being reported back to the Council once the Clerk was in receipt of it*
25/01/17 WTC	**17. GDPR** **Motion:** **Proposed by Cllr Parnes** **Seconded by Cllr Grant** *That the WTC will instruct a specialist private consultant to conduct a GDPR audit for Woodstock Town Council* The Mayor suggested the following amendment Due to this exercise being likely to cost £2000-£3000, to concur with Financial Regulation the Clerk would obtain quote to be brought back to the February meeting for agreement. Cllr Parnes agrees to this amendment **The Amended Motion:** *Due to this exercise being likely to cost £2000- £3000, to concur with Financial Regulation the Clerk would obtain quote to be brought back to the February meeting for agreement.* **Decision:** **The Council unanimously agreed the amended motion**
25/01/18 WTC	**18. Solar Farm** To receive an update and discuss further actions **This item was deferred to the ETC meeting scheduled for 21.01.25**
25/01/19 WTC	**19. NALC Consultation** To consider and respond to the strengthening the standards and conduct framework for local authorities in England consultation **Decision:** **The Council unanimously agreed that this survey was better suited to being completed by individual Councillors and not by the full Council**
25/01/20 WTC	**20. Exclusion of Press and Public** **Proposed by Cllr Grant** **Seconded by Cllr Cooper** 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.
25/01/21 WTC	**21. Confidential** To discuss GDPR concerns **Proposed by Cllr Parnes** **Seconded by Cllr Grant** The Council to include in the data breach incident log book, when it becomes available, the issue

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	arising from this month's published agenda summoning three individuals who are not councillors and wrongly using a former name of a member. Cllr Parnes called for a name vote. **Vote:** Yes – Cllrs Parnes, Williams, and Spencer – Churchill. No – Cllr Cooper Abstain – Cllrs Banbury, Poskitt, and Grant **Decision:** **The motion was carried**
25/01/22 WTC	**22. Close Meeting 8.17pm**

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APPENDIX 1

Report from Cllr Graham – OCC (sent on 13.01.2025)

PARISH ROUND-UP

Woodstock
Doctors Surgery Steering group membership: Callum Miller MP, Blenheim Estates, Doctors Surgery, ICB, WODC, OCC

Update: The first meeting took place on December with all representatives present with Callum Miller agreed chair. The areas of the discussion covered issues raised at the public meeting which led to covering specification, location and funding. The actions of the meeting are covered below in summary.

Actions

- Blenheim will instruct Osmond Tricks on Friday 13th December to start a PID on both Banbury Road and East of Park View sites. This will take 4-5 weeks. Blenheim will pay for this. It will be a joint instruction between Blenheim and the Drs. ICB and WODC will also speak to them.
- Blenheim and the Drs will provide the brief, which will be circulated to all around the table.
- This group will meet again in mid-February to view the proposed PID.
- ICB and the Drs will provide documentation and figures around the population modelling.
- ICB and WODC will discuss a s106 funding figures in terms of what is currently in the kitty and what is forthcoming.
- Blenheim will provide an estimate on the commercial value, other potential usage and where the surgery sits in terms of other uses of the site. Roger is keen to understand from the Councils what their priorities would be in terms of other uses of the site e.g. social care provision. The GPs would also appreciate a sense of what this means for them.

The next meeting will take place in February.

The Feathers
Scaffolding and other associated works will be completed by 31st January and OCC officers have agreed to date and the temporary refrigerator will be removed as a result. An inspection will take place the week after to ensure compliance. This follows my engagement with residents expressing their concerns.

Flooding in Cadogan Park

I attended a meeting with residents and can give assurance that a further r investigation will take place next month to diagnose the source of the recurring problem there as well as a cleaning of the drains and jetting is done.

APPENDIX 2

Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday January 14th 2025

Meetings and actions at WODC have been largely limited to essential things over the Christmas/New Year period. However, as you may have gathered from the national News services in early December, the government plans significant changes to local governance.

Proposed Local government changes. Oxfordshire is in a minority of counties which still have a two tier (District and County) system of local government. A recent government paper will change this and other local government arrangements as well. We quote below from a statement from WODC Communications Department.

In December the Government announced the largest change to local government in over 50 years through the publication of the English Devolution White Paper. This paper included two main elements that will fundamentally change the structure of Local Government.

The first is the creation of 'Strategic Authorities' that would sit above current councils and would receive additional funding and powers to have more control and influence at a regional level. They would be led by an elected mayor.

The second is the proposal to get rid of the current two-tier system of local government where currently some areas, such as Oxfordshire, have two councils, each delivering different services.

In the case of West Oxfordshire residents have the district council that deliver services such as bin collections, planning, homelessness support and parking among many others. The county council delivers other council services such as road maintenance, public health, adult social care or education. Many areas are also covered by parish councils which aren't included in the proposed changes.

In the future model, each area would be covered by a 'unitary authority'. This would mean West Oxfordshire would form part of a larger area that would have all council services delivered by a single council.

The Government have set an ambitious timetable for the reform with changes to council structures and the formation on the new strategic authorities due in the current parliamentary term.

The phasing and timing of changes in specific areas is due to be decided over the coming months. (End of quote)

Details are currently unclear which councils and counties will be linked into which Mayoral administration. In the past West Oxfordshire District has supported the District and County Councils becoming a unitary Council but significant differences between the City Council and the more rural District Councils led to the concept of a unitary Council being abandoned. It is assumed (because of the number of residents) Oxfordshire as whole will form only part of Strategic Area.

Progress, if wished, could be speedy with the government hoping the new administrations will come into existence in 2027. A fast track approach might lead to early allocation of funding which could assist some of the County's infrastructure aspirations. From the District Council point of view, 2027 would seem the obvious time to make the transition as (and we explained this in our last report) earlier decisions by the government were for elections for **all** District Councillors in 2027. There is no immediately obvious Council or area with which Oxfordshire might be linked in order to create a Strategic Area although OCC is exploring interests in nearby Councils.

Whilst all this is unsettling for those in local government, the changes should make local government easier for the average resident to understand. Currently there seem no plans to change Town and Parish Councils but the changes may lead to different ways of working at the very local level. Town and Parish councils might feel the need for more joint working for example in order for their voices to be stronger.

We shall try to keep you informed as the matter progresses.

Social and Affordable housing. The Overview & Scrutiny Committee meets on January 8th and will be discussing social and affordable housing following a presentation from Sovereign, one of the Council's Registered Providers of social rented accommodation. Council is committed to maximising the delivery of truly affordable homes. This accommodation is usually procured through Section 106 planning agreements with developers but this alone does not provide enough social housing for the District's needs although good

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negotiation skills by responsible officers can lead to the provision of social rented homes additional to those required in the base policy requirement.
A new Local Plan policy could strengthen the negotiating position with developers to support delivery of social rented accommodation. The Plan will also contain a new policy position on social rent based on robust evidence. In recent years the delivery of social rented accommodation has exceeded the target but previous under-performance has left the average of 260 affordable homes *per annum* just below the Strategic Housing Market Assessment target of 274 *per annum.* Council is also working hard to acquire or develop properties in suitable locations for temporary accommodation and to access land for development of social housing. It is also exploring the options to use some of the land it owns across the District for social housing.
There are currently 78 households requiring temporary accommodation but this figure is very variable and sometimes goes up to almost 100 households. Council is exploring a range of opportunities to increase the temporary accommodation by, for example, bringing empty or disused houses back into use and acquiring or leasing vacant properties. As the majority of those seeking temporary accommodation are single, this may involve converting properties into multiple single bed use. The target is to provide a minimum of 30 additional bedspaces in addition to the current 22 spaces but this will reach no more than the estimated minimum requirement.
Botley West Solar Farm. The Planning Inspectorate has accepted the application "is of a satisfactory standard" for examination. This means that there will now be opportunity for anyone - individuals or groups – to register as an interested party and to express their views. It seems that information about how to do this should be available in early January…… We are told the plans have been considerably modified since the original plans were put forward. Let us wait and see but WTC should register as interested party (if not done already through previous representations) and express its views.

WODC Cllrs Julian Cooper& Elizabeth Poskitt

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APPENDIX 3

Woodstock Town Council
Doctors' Surgery Working Group
Report of the meeting held on 6th January 2025

Present
Cllr Williams (chair), Cllr Grant (Mayor), Stan Scott, Ian Hudspeth
Apologies received from Cllr Banbury and Cllr Parnes
Also, present Cllr Poskitt, Delma O'Brien, John Britten, Barry Wheatley

Cllr Williams reported back to the group on actions taken and meetings held since the last Working Group meeting. These were, specifically:
1. An email from Cllr Williams to Calum Miller MP (attached). *
2. An email from the Town Clerk to Dr Broughton, Chief Executive of BOB ICB, and them response (attached).
3. A meeting arranged by Stan Scott between himself, Cllr Williams and Andrew Rein of CPOW, at which Andrew Rein agreed to circulate his mailing list of some 200 members requesting that, if they felt it appropriate, they should send in objections to WODC with regard to 24/02755/FUL (the redevelopment of the old Police Station site).

There was free-ranging discussion between all attendees, out of which the following recommendations to the Town Council were formulated:

1. That the emails from Cllr Williams to Calum Miller MP and the reply received by included in the Town Council minutes;
2. That the Town Council send a Freedom of Information request to BOB ICB asking for all information relating to previous discussions held with regard to the provision of a new GPs' Surgery in Woodstock;
3. That all members of the Town Council write to each of the WODC Uplands Planning Committee individually, stating our objections to 24/02755/FUL;
4. That a member of the Town Council address the WODC Uplands Planning Committee when 24/02755/FUL is on the agenda, to put forward the Town Council's objections to the proposals which have been submitted.

Sarah Williams
8th January 2025

* Since Monday's meeting, Cllr Williams has now received a response from Calum Miller's Head of Office (attached).

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 21st January 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Cooper, Poskitt, Connolly, and Szabados.

Cllr Connolly and Cllr Szabados having both duly signed their acceptance of office and having received all induction package documents along with their council email addresses. Joined the meeting.

In Attendance: Town Clerk: Valentin Lavdakov
RFO: Karen Howe

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 4**

The Mayor brought to the attention of the meeting the paragraph on the Agenda covering recording and filming and welcomed the two newly elected Councillors and suggested we all introduce ourselves.

25/01/23 ETC	**1. Apologies for Absence** To receive and consider for acceptance apologies for absence. Apologies of absence were received from Cllrs Parnes, Spencer-Churchill, Lancaster, and Addis
25/01/24 ETC	**2. 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 Item 5. Planning Cllr Poskitt declared and interest as member of the WODC Uplands Committee and a personal interest Item 5 e and f as personally known to the applicant. Item 5. Planning Cllr Cooper declared and interest as member of the WODC Uplands Committee. Item 5 d. Planning Cllr Banbury declared personal interest as the applicant is a close neighbor
25/01/25 ETC	**3. Public Participation** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. **Meeting Adjourned at this point for Public Participation** None of the members of the public wished to speak. **Meeting reconvened**
25/01/26 ETC	**4. Mayor and Clerks Reports** a) To receive a report from the Mayor

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	The Mayor had nothing to report b) To receive a report from the Clerk The Clerk informed the Council that: **i) New Road Playground** Wickstead has identified work that needs doing in the New Road Playground. The Clerk have in consultation with the Mayor and they agreed this work to be carried out as a matter of health and safety at a cost of £847.59 ex VAT under the current financial regulations. **ii) Town Hall Decoration** The company responsible for decorating the Town Hall has identified that the corridor off the 1st-floor staircase leading to the Town Clerk's office was not included in their original scope of work. The required work includes decorating the walls, ceiling, four doors, five door frames, and skirting boards, at a total cost of £640 ex VAT. After consulting with the Mayor and in accordance with the financial regulations, we have agreed that this work should be carried out.
25/01/27 ETC	**5. Planning** To consider the Councils response to the following consultations and applications: **a) Cherwell Local Plan Review 2042** To consider and agree a response from WTC (There will be a public consultation held by WODC on this matter at the Community Centre on 28th January 2025, from 2:00 pm to 5:15 pm) **Decision:** **After a short discussion the Council agreed to defer this item until the meeting on Tuesday 11th February 2025 after they had been to the consultation at the Community Centre that was being held on Tuesday 28th January 2025, from 2:00 pm to 5:00pm.** **Councillors will share their views via email copying the Clerk for collation in readiness to complete their comments for submission before the deadline on 25th February 2025.** **b) Planning Application** Ref: 24/03199/HHD Location: North Cottage 19 Park Street Woodstock Description: Erection of single storey rear extension and construction of glazed canopy over parking space. Removal of existing first floor rear window and installation of two new windows. Landscaping works and repointing of existing boundary walling to East elevation. (Retrospective). Town and Country Planning Act Website Link: 24/03199/HHD **Decision:** **The Council unanimously agreed that they had no objection to this application** **c) Planning Application** Ref: 24/03200/LBC Location: North Cottage 19 Park Street Woodstock Description: Internal and external works to include erection of single storey rear extension

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and construction of glazed canopy over parking space. Removal of existing first floor rear window and installation of two new windows. Landscaping works and repointing of existing boundary walling to East elevation. (Retrospective).
Planning (Listed Building and Conservation Areas) Act
Website Link: 24/03200/LBC

(Item b and c taken together)

Decision:

The Council unanimously agreed that they had no objection to this application

d) Planning Application
Ref: 24/03262/HHD
Location: 6 The Ley Woodstock Oxfordshire
Description: Demolition of existing ground floor extension. Erection of part single/part two-storey rear extension and single-storey front extension.
Town and Country Planning Act
Website Link: 24/03262/HHD

Decision:

The Council unanimously agreed that they had no objection to this application

e) Planning Application
Ref: 24/03204/HHD
Location: 38 Oxford Street Woodstock Oxfordshire
Description: Erection of a single storey extension, replacement of a sliding sash window on side elevation and reduction in size of rear first floor bathroom window
Town and Country Planning Act
Website Link: 24/03204/HHD

Decision:

The Council unanimously agreed that they had no objection to this application

f) Planning Application
Ref: 24/03205/LBC
Location: 38 Oxford Street Woodstock Oxfordshire
Description: Internal and external alterations to include erection of a single storey extension, replacement of a sliding sash window on side elevation and reduction in size of rear first floor bathroom window. Internal works to include changes to floor layouts with the installation of ground to first floor lift
Planning (Listed Building and Conservation Areas) Act
Website Link: 24/03205/LBC

(Item e and f taken together)

Decision:

The Council unanimously agreed that they had no objection to this application

APPROVED

	● Cllr Poskitt did not take part in this vote **g) Planning Application** Ref: 24/03243/HHD Location: 4 Briar Thicket Woodstock Oxfordshire Description: Replacement of flat roof over garage and entrance porch with pitched roof, refinish front elevation with white render and cladding Town and Country Planning Act Website Link: 24/03243/HHD **Decision:** **The Council unanimously agreed that they had no objection to this application**
25/01/28 ETC	**6. Solar Farm** To receive an update and discuss further actions. The RFO gave an update on this item and the continuing work of the agreed Steering Group. The Steering Group were in the process of writing their Terms of Reference. Deciding on the best Vehicle to use to achieve a good outcome. The actual amount of money available and any legal issues. The Community needs to consider what the money awarded could be used for to improve their particular area. **Recommendations:** a) The council agreed to be registered as an interested party to enable comment to be submitted b) Carry out a Survey for input from the community as to their thought on what we need c) Request better Maps to enable a clear vision of the project. **Decision:** **The Council unanimously agreed to all 3 parts of the recommendation.** **The RFO and Clerk will compile a survey for the Council to consider.**
25/01/29 ETC	**7. Finance** Council to confirm the signatories for the Council's Public Sector Deposit Fund. **Decision:** **The Council unanimously agreed that Cllr Poskitt, Grant, and Lancaster would remain signatures and Cllr Williams would be the fourth signature**
25/01/30 ETC	**8. Close Meeting at 7:41 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Monday 3rd February 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Addis, Banbury, Connelly, Cooper, Poskitt, Szabados and Wheatley

In Attendance: Town Clerk Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 7**

25/02/01 ETC	**1. Apologies for Absence** Apologies were received from Cllrs: Lancaster, Parnes and Spencer-Churchill
25/02/02 ETC	**2.Declarations of interest** Cllr Poskitt declared and interest for item 4 as member of WODC Uplands Committee Cllr Cooper declared and interest for item 4 as member of WODC Uplands Committee Cllr Banbury declared and interest for item 4 a) as owner of neighboring property
25/02/03 ETC	**3. Public Participation** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. **Meeting Adjourned at this point for Public Participation** There were 3 members of the public that wished to address the Council • Speaker 1. Addressed the Council regarding item 7 on the Agenda as presumed it was about previous claim. That was closed in August 2024 *The Mayor halted the proceeding to inform the speaker that the Agenda item was referring to a different Civil Claim* • Speaker 2. Also spoke about the Civil Claim that had closed in August 2024 • Speaker 3. Spoke about the Botley West Solar Farm. • Speaker 4. Spoke about the Councils filming and audio device. **Meeting reconvened**
25/02/04 ETC	**4. Planning** To consider the following applications: **a) Planning Application** Ref: 25/00074/HHD Location: 10 Hensington Close Woodstock Oxfordshire Description: Demolition of existing garage, conservatory and rear single storey building, and construction of side/rear extension (part retrospective) Website Link: 25/00074/HHD

APPROVED

	Decision: **The Council unanimously agreed that they had no objection to this application.** **Cllr Banbury took no further part in this discussion.** **b) Planning Application** Ref: 25/00094/HHD Location: 8 Bowlers Way Woodstock Oxfordshire Description: Conversion of loft space with construction of dormers to rear roof slope Website Link: 25/00094/HHD **Decision:** **The Council unanimously agreed that they had no objection to this application**
25/02/05 ETC	**5. UK Shared Prosperity Allocation - Woodstock** To receive a report and proposal **Motion: Proposed by Cllr Grant** **Seconded by Cllr Williams** **Suggestions (according to cost and how far £15,000 will stretch)** *The Council unanimously agreed to the following suggestion with regards to the allocated UKSPF of £15,000 ring-fenced by WODC to be submitted for consideration* 1. Make improvements to the Cobbled area that is actually part of the Property Portfolio 2. Replace the ugly Toilet Glass fitted in the Parlour and Office lower windows. 3. Make repair to the soft sandstone of the Town Hall exterior. 4. To replace the out of date signage on the millennium triangle Oxford Street **Decision:** **The Council unanimously agreed the following:** Action and Cost • The Clerk will inform WODC of the Council decision • The Clerk due to very short timescale to request an extension time to achieve the required 2 quotes, possibly 3 separate 2 x quotes regarding the 4 separate items suggested for Town Hall works.
25/02/06 ETC	**6. Exclusion of Press and Public** **Proposed by Cllr Grant** **Seconded by Cllr Addis** 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. **Decision:** **The Council unanimously agreed the motion**
25/02/07 ETC	**7. Confidential** **The Clerk will distribute the paper work for item 7 a)** **15 minutes for Councillors to read the documentation** **a) Civil Claim** The Mayor informed the Council has been served a civil claim from an external source and this is completely separate from any other previous claim.

APPROVED

	After a long discussion the following motion was propose **Proposed by Cllr Grant** **Seconded by Cllr Williams** *The Council agrees to take further action, working with the advice and guidance from their legal adviser.* **Decision:** **The Council unanimously agreed to this course of action.** **b) Staffing** The Clerk informed the Council: **i.** That the RFO had handed in her resignation. The Clerk would submit for the WTC meeting on 11th February 2025 details for recruiting a new RFO **ii.** The Admin Assistant member of staff have 4 weeks holiday to take and the Clerk requested the Council to agree to the employment of a temporary member of staff to cover the Admin duties while the Admin Assistant is on annual leave. **Decision:** **The Council unanimously agreed to both i. and ii.**
25/02/08 ETC	**8. Close Meeting 8.53 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 11th February 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Addis, Banbury, Connolly, Cooper, Poskitt, Spencer-Churchill, Szabados and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov

RFO: Karen Howe

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 17**

25/02/09 WTC	The Mayor informed the Council that she had heard last week that a former Mayor of Woodstock Mr. Brian Cable had sadly passed away. And requested that has a remark of respect join her in a minute silence. **1. Apologies for Absence** Apologies were received from Cllrs: Lancaster, Parnes and OCC Cllr Graham
25/02/10 WTC	**2.Declarations of interest** Cllr Poskitt declared and interest as a member of WODC Uplands Committee Cllr Cooper declared and interest as a member of WODC Uplands Committee Cllr Spencer-Churchill declared an interest for item 7 a), 7 b) and item 17 Dr Surgery update
25/02/11 WTC	**3. Public Participation** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. **Meeting Adjourned at this point for Public Participation** There were 4 members of the public that wished to address the Council • Speaker 1. Spoke on Climate Change. • Speaker 2. Spoke on Public Participation and Transparency. • Speaker 3. Spoke on Community benefits regarding the Botley West Solar Farm. • Speaker 4. Spoke on the Civil Claim that ended in August 2024. **Meeting reconvened**
25/02/12 WTC	**4. Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) The minutes of Thursday 12th December 2024 **were agreed** as an accurate record of the meeting with the following amendments: i. 24/12/09, *6th line delete the duplicated words community benefit steering* b) The Minutes of Tuesday 14th January 2025 **were agreed** as an accurate record of the meeting with the following amendments: i. 25/01/06: *Add the words Town Hall as title of minute* ii. *6th paragraph change the word once to ones*

APPROVED

	iii. *line a) change the word cos to cost* iv. *line c) Change the word sort to sought* c) The minutes of Tuesday 21st January **were agreed** as an accurate record of the meeting with no amendments. d) The Minutes from Monday 3rd February 2025 **were agreed** as an accurate record of the meeting with the following amendments: i. 25/02/03 *change speaker 3 to read Speaker 3 Spoke about the Botley West Solar Farm and add s 4 Speaker 4 Spoke about the Councils recording device* ii. 25/02/05 *add the words Parlour and Office lower window panes that resemble to line 2 of list of suggested items*
25/02/13 WTC	**5. Mayor and Clerks Reports** a) To receive a report from the Mayor As Mayor informed the council that she had been invited to and enjoyed a very nice Christmas Dinner at the Woodstock Lunch Club on Wednesday 15th January 2025. The volunteers do a wonderful job and this is a fanatic serves to the older people of Woodstock, available fortnightly at a very minimum cost. The atmosphere was absolutely lovely and we were entertained by a live group called the Wooden Tops who played and sang songs we all knew and could join in with, some attendees dancing, all great fun. It was an event enjoyed by all and if the Council are agreeable I would like to but on record in the minute *Our grateful thanks to the volunteers that run the Lunch Club, our very grateful thanks for such a wonderful service for the good of our older residents, not forgetting the volunteers that run the stroke club too. Woodstock is very lucky to have such caring volunteers* **The council unanimously agreed to record in the minutes the following:** *WTC offer grateful thanks to the volunteers that run the Lunch Club, our very grateful thanks for such a wonderful service for the good of our older residents, not forgetting the volunteers that run the stroke club too. Woodstock is very lucky to have such caring volunteers* b) To receive a report from the Clerk The report is included as Appendix 1 to these minutes.
25/02/14 WTC	**6. County and District Councillors Reports** To receive reports from: a) OCC Cllr Andy Graham The report is included as Appendix 2 to these minutes. i. Councillor Graham was unable to attend the meeting. The Mayor suggested any questions Councillors may wish to raise with him be email, conveyed by telephone or if not urgent raise them at the March Council meeting. b) WODC District Cllr Cooper and Cllr Poskitt The report is included as Appendix 3 to these minutes. There were no questions for the WODC Councilors

APPROVED

25/02/15 WTC	**7. Planning** To consider the Councils response to the following consultations and applications: a) Cherwell Local Plan The following amendments were suggested for WTC comments on the Cherwell Local Plan: It was agreed that prior to the response being submitted it would be edited to include the following additional comments/points regarding ICOMOS comments, the effect on the setting of the Heritage site, Blenheim Park and its wall, concerns about the access to the development from the A4095 and to emphasise that the plan is not clear how WODC has been or will be involved when the infrastructure needs of the development are being considered. **The amendments were unanimously agreed** b) Solar Farm To consider approving the Relevant Representation which is to be submitted when Woodstock Town Council register with the Planning Inspector as an interested party. The following amendments were suggested for WTC comments on the Cherwell Local Plan: It was agreed that prior to the representation being submitted that additional wording regarding the setting of the World Heritage site, Blenheim Palace, the Park and its surrounding wall be added and also wording to emphasis the effected of the solar panels on Oxfordshire Way. **The amendments were unanimously agreed** c) Planning Applications • Ref: 24/03144/ADV Location: 5A Market Place Woodstock Oxfordshire Description: Erection of internally illuminated barbers' pole to front elevation (retrospective) Website Link: 24/03144/ADV **The Council had no objection to this application** **The RFO left the meeting at this point**
25/02/16 WTC	**8. Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st January 2025 **The Council unanimously agreed for the Mayor to sign the Bank reconciliation for the period ending 31st January 2025. The Mayor duly signed the reconciliation.** b) To note the Payments Report for January 2025 (Total £29,527.92 including VAT) **Noted** c) To note the Receipts Report for January 2025 (Total £27,388.73 including VAT) **Noted** d) To note the Cost Centre Report for January 2025 **Noted**
25/02/17 WTC	**9. Property Report** To receive January property report **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Spencer-Churchill** *WTC agrees with the advice from their property agent Breckon and Breckon, with regard to the appropriate way of dealing with the cobbled area is by license on a rolling 12 months term and the licensee should be reminded of the licensed area that is demonstrated on the map in the agreement.* **Decision: The Council unanimously agreed to this motion**

APPROVED

	<u>Community Centre kitchen</u> The Council received a quote for the cost of the new units only and agreed that the Clerk ask Breckon and Breckon to source quotes for the Labour costs of removing the old kitchen units from the Community Centre kitchen and refitting new units and removal of rubbish **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Spencer-Churchill** *WTC to agree that due to the ever-increasing cost of the utility bills, regarding of Utility bills be instigated by Breckon and Breckon* **Decision:** **The Council unanimously agreed to this motion**
25/02/18 WTC	**10. GDPR quotes for a specialist** To receive quotes for GDPR ***Due to the need for further information and there being no budgetary provision agreed this item be deferred to the next meeting***
25/02/19 WTC	**11. Grants** To agree on the delegation of 3 to 5 councillors, including Cllr Poskitt as the Council Member for Finance, and to propose a table of awards for relevant applicants to be presented at the March Council meeting for a full Council decision. **The Council unanimously agreed to delegated the following Councillors to carry out the initial Grant process** Cllrs Grant Poskitt Williams and Wheatley • *Cllr Szabados left the meeting at this point*
25/02/20 WTC	**12. Woodstock Exhibition Foundation** • *Cllr Szabados returned to the meeting* To appoint a council member to join the Woodstock Exhibition Foundation as a member and trustee. **The council unanimously agreed for Cllr Williams to be appointed**
25/02/21 WTC	**13. Working Groups** To discuss working group vacancies **a) Victory in Europe Day** To consider collaboration with the Soldiers of Oxfordshire Museum (SOFO) for VE Day. **The council unanimously agreed to the suggested collaboration between the Soldiers of the Oxford Museum and Woodstock Town Council and the list of suggestions within the report.** **b) Vacancies for Working Group** **i) VE Day** *The Council agreed for a VE day Working Group to be formed* **Council member agreed for the VE day Working Group are: Cllr Cooper, Banbury, Grant, Williams** **ii) Christmas Light**

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	The Council agreed to a Christmas Light Working Group being formed **Agreed members agreed of the Christmas Lights Working Group are: Cllrs Spencer-Churchill, Cooper, and Addis** **iii) Remembrance Sunday** *The Council agreed for a Remembrance Sunday Working Group being formed* **Agreed members of the Remembrance Sunday Working Group are: Cllr Grant, Williams, Addis, and Poskitt** **iv) Environment Working Group** **The Council agreed that: Cllr Connolly and Szabados join the Environment Working Group** **v) Urgent Planning Committee** **The Council agreed that Cllr Wheatley join the Urgent Planning Committee** **vi) Bloom** **The Council agreed that Cllr Szabados be appointed as a second Cllr to Bloom**
25/02/22 WTC	**14. Annual Town Meeting** To consider items for the proposed agenda of the Annual Town Meeting, scheduled for Tuesday, 25th March 2025. Suggested Agenda items for the Town Meeting Dr Surgery, Parking, Flooding and Sewage, Botley West Solar Farm Local Groups to be contacted regarding any report they wish to submit Police to be informed of the meeting
25/02/23 WTC	**15. Standing Orders** Variation of Standing Order 17 viii In accordance with Standing Order 28b) the council agreed for standing order 17 viii to be amended from ***17viii hold a copy of every councillors declaration of interest*** ***to read*** ***17 viii Hold a copy of every councillors declaration of interest at meetings*** **In line with Standing Order 28. To vary a Standing Order a written special motion with 8 Councillors signatures are required.** **Cllrs that signed the special motion were: Cllrs Addis, Banbury, Connolly, Cooper, Grant, Poskitt, Spencer-Churchill, Szabados, Wheatley, Williams** **The council unanimously to the special motion.**
25/02/24 WTC	**16. Drs Surgery update** To receive a report of the Drs Surgery Working Group **Recommendation** from the Dr Surgery Working Group That: *The Council agrees that all possible options for a new Doctors Surgery continue to be explored energetically* **The Council unanimously agreed this recommendation.**

APPROVED

25/02/25 WTC	**17. Policies** **To receive, discuss and agree the following policies** a) Mobile Phone Policy **The Council agreed the Mobile phone policy with one amendment** Amendment to General Guidance 10 The website link address be added to the end of the last paragraph b) Filming and Recording Policy **The Council agreed for this item to be deferred with reference to agenda item 10 GDPR Audit.**
25/02/26 WTC	**18. Facebook** To discuss the future use of the Council's Facebook page The Clerk informed the Council that the Facebook page had now been closed down. Access had been difficult as the Clerk had not got log-in detail **Motion:** **Proposed Cllr Banbury** **Seconded by Cllr Grant** *The Council agrees that the Woodstock Town Council Facebook page should remain closed.* **Vote: For 5 Against 2 Abstained 3** **Decision:** **The motion was carried**
25/02/27 WTC	**19. Exclusion of Press and Public** **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Poskitt** 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. **Decision:** **The Council unanimously agreed the motion**
25/02/28 WTC	**20. Confidential** **The Clerk distributed the paper work for item 20 a; 20 b; 20 c** a) Memorial Stability Testing – Annual Testing **Agreed at a cost of £290** b) Update on legal information The Clerk gave an oral update on the legal situation regarding the Civil Claim received on 15th January 2025 *Cllr Grant proposed Seconded by Cllr Williams the meeting to be extended for 15 mins to complete the business. Under Standing Order 3 y) the meeting to be extended for 15 min to complete the business.* **The Council unanimously agreed to this proposal** c) Staffing The Clerk proposed that the Council advertise the RFO position. **Decision:** *The council unanimously agreed to the proposal for the adverting of RFO position.*

APPROVED

	The Clerk updated the Council on the Staffing needs due to holidays and recommended temporary staff to cover these periods. **Decision:** *The Council agreed unanimously for the Clerk to seek temporary staff to cover holiday periods.* The Mayor, as confirmed by the Clerk, informed Councillors that they would be required to return the pink confidential papers once this agenda item was concluded. Cllr. Cooper refused to return the confidential papers. The Mayor stated that the papers contained personal information and needed to be handed in. Cllr. Cooper still refused to comply. All other Councillors returned the pink confidential papers for shredding.
25/02/29 WTC	**21. Close Meeting 9.07 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Monday 24th February 2025

Cllrs. Present: Cllrs Grant, (Mayor) Williams (Deputy Mayor) Banbury, Connolly, Cooper, Poskitt, Parnes and Spencer-Churchill

In Attendance: Town Clerk Valentin Lavdakov

Chair of the meeting Cllr Grant (Mayor) **Members of the publics 4**

The Mayor reminded the attendees of the paragraph on the Agenda regarding recording and filming

25/02/30 ETC	**1.Apologies for Absence** The Mayor informed the meeting that Cllr Lancaster had resigned and was moving to Brixham to start a new job and proposed our grateful thanks for his service to Woodstock as a Councillor and to wish him well in his new venture be recorded in the minutes. **The Council unanimously agreed this** Apologies for absence received from: Cllr Addis, Szabados and Wheatley
25/02/31 ETC	**2. Declarations of Interests** Cllr Poskitt declared and interest for item 4 as member of WODC Uplands Committee Cllr Cooper declared and interest for item 4 as member of WODC Uplands Committee
25/02/32 ETC	**3. Public Participation** **The Mayor adjourned the meeting for Public Participation** One member of the public addressed the Council regarding the Christmas Light left in some of the trees. The Mayor asked the speaker to email the Clerk for an explanation. **Meeting reconvened**
25/02/33 ETC	**4. Planning** To consider the Councils response to the following: a) Planning Applications • Ref: 25/00276/HHD Location: 6 Briar Thicket Woodstock Oxfordshire Description: Demolition of existing garage and erection of two storey side extension, new porch and internal alterations. Website Link: 25/00276/HHD **The Council had no objection to this application** • Ref: 25/00198/S73 Location: 106 Oxford Street Woodstock Oxfordshire Description: Variation of condition 2 of Planning Permission 24/01215/HHD to reduce the glazed area of wall and replace with a rendered wall with small window.

APPROVED

	Website Link: 25/00198/S73 **The Council had no objection to this application** • Ref: 24/01215/HHD Location: 106 Oxford Street Woodstock Oxfordshire Description: Erection of single-storey rear extension. Website Link: 24/01215/HHD **The Council had no objection to this application** • Ref: 25/00146/ADV Location: ATM 16 Market Place Woodstock Description: Installation of non-illuminated signage to external ATM Website Link: 25/00146/ADV **The Council had no objection to this application** • Ref: 25/00268/LBC Location: 1 Market Place Woodstock Oxfordshire Description: Forming an internal opening to link No.1 and No.3 Website Link: 25/00268/LBC Planning (Listed Building and Conservation Areas) Act **The Council had no objection to this application** • Ref: 25/00305/HHD Location: 9 Youngs Way Woodstock Oxfordshire Description: Construction of single storey rear extension. Website Link: 25/00305/HHD Town and Country Planning Act **The Council had no objection to this application**
25/02/34 ETC	**5. Exclusion of Press and Public** **Proposed by Cllr Grant** Seconded by **Cllr Williams** 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. **The Council unanimously agreed to this proposal**
25/02/35 ETC	**6. Confidential** **a) Staffing** The Clerk reminded the Council that the current RFO would be leaving at the end of March and was very busy handling the Solar Farm and Cherwell Local Plan issues, leaving little time to fulfill her financial duties. **Recommendation** The Council agreed to allocate an additional 10 paid hours per week for the Clerk to carry out financial duties while the RFO was handling other matters, on holiday, and during the recruitment period for a new RFO. **Training** Proposed by Cllr Spencer-Churchill and seconded by Cllr Cooper WTC approved one-on-one training for the Clerk on end-of-year accounts, with a maximum cost of £500, to be allocated from Staff Wages. **The Council unanimously agreed to this proposal**
25/02/36 ETC	**The meeting closed at 7.21 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 11th March 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Connolly, Cooper, Parnes, Poskitt, Spencer-Churchill, Szabados and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 11**

The Mayor welcomed all in attendance and introduced the Council to the temporary Admin Assistant Maka who was attending to watch proceedings.
The Mayor also remind Councillors to raise their hand if they wish to speak and not hold meeting between each other.

25/03/01 WTC	**1. Apologies for Absence** Apologies were received from Cllrs: Addis. Cllr Parnes joined the meeting at 7:05pm and gave his apologies for arriving late.
25/03/02 WTC	**2. Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct Item 7 from the Agenda - Cllr Poskitt declared and interest as a member of WODC Uplands Committee Item 7 from the Agenda - Cllr Cooper declared and interest as a member of WODC Uplands Committee Item 9 from the Agenda - Cllr Connolly declared and interest as he lives near the Water Meadows Item 13 from the Agenda - Cllr Banbury declared an interest as an applicant for the memorial garden Item 14 from the Agenda - Cllr Spencer-Churchill declared an interest (New Drs Surgery)
25/03/03 WTC	**3. Public Participation** **The meeting will be adjourned at this point** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. There were 2 members of the public that wished to address the Council • **Speaker 1:** Asked when the Structural Survey for the Community Centre Roof would be available and reminded Councillors that a litter pick has been scheduled for Saturday 22nd March 2025 • **Speaker 2:** Asked when the Town Meeting scheduled for Tuesday 25th March 2025 would be advertised? The Mayor informed the attendees that the Community Centre Structural Survey had arrived too late for this meeting so would be circulated for the April monthly meeting. The Town Meeting was posted on the Council website and Posters would be placed on Notice Boards on 12th March 2025 **Meeting reconvened**

APPROVED

25/03/04 WTC	**4. Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes from Tuesday 11th February 2025 • The minutes from Tuesday 11th February 2025 were agreed as an accurate record of the meeting with agreed amendments b) Draft Minutes from Thursday 24th February 2025 • The minutes of Thursday 24th February were agreed as an accurate record of the meeting with one agreed amendment
25/03/05 WTC	**5. Mayor and Clerks Reports** a) To receive a report from the Mayor • Having taken over as Mayor halfway through the year I have had little time to consider raising money for the Mayors Charity which normally happens, however, rather than not do anything at all: On the morning Saturday 29th March 2025 I will be hosting the West Oxon Woodwork Association This Woodwork Club does have members who live in Woodstock and is keen to promote this interesting hobby. They will be displaying and selling their works as well as encouraging new membership. I will be holding a small raffle for the Mayors Charity which will hopefully provide much needed funding for the Woodstock Lunch Club. I would be grateful for your support on the day and if you would like to donate a raffle prize that would be most welcome. • May I remind Cllrs that the Annual Town Meeting is 2 weeks today Tuesday 25th March 2025 starting at 7:30 pm at the Community Centre. I hope you can all make it as it's good to have all Councillors in attendance b) To receive a report from the Clerk • Report is attached as Appendix 1 to these minutes
25/03/06 WTC	**6. County and District Councillors Reports** To receive reports from a) OCC Cllr Andy Graham With the Council permission I would like to bring the **Drs Surgery item 14** to this part of the Agenda as I feel it is important that our County Councillors is present for this item **The Council unanimously agreed** The Mayor invited OCC Cllr Graham to join them at the table Cllr Williams gave short update on the Drs Surgery Working Group, stating that sadly there was nothing more to report despite desperate effort to extract information. Cllr Graham stated he knew nothing about the WTC Drs Surgery Working Group Cllr Williams said the group was formed to try progressing a much-needed new Drs Surgery but progress had been slow due to the availability of actions being taken by the so called Strategic and Action Group and that WTC had been excluded from the meetings. Cllr Graham informed the Council that at the next Strategic and Action Group which would take place on 27th March 2025 it was expected a footprint of a new surgery with a location and feasibility results and next steps agreed. The footprint would be determined by the ICB in a few weeks' time and a significant hurdle was how a new surgery would be funded.

APPROVED

Blenheim are working on feasibility of two possible locations. One being the Banbury Road site and eth other the KID1 Locally known as the Cherwell field next to Park View.

The Banbury Road site would not be in an acceptable position regarding access by public transport but a shuttle bus service was being considered.

Cllr Graham said there is a potential site might be Owen Mumfords in Green Lane that had been purchased by Blenheim.

The Cherwell Local Plan that includes the Cherwell Field has been strongly objected to by WODC for development due to their expressed need for a green space between Park View and the roundabout consideration of the Heritage site and the historical factors that had been uncovered in this field.

There is no provision of finance under the s106 agreement or at least very little, under £50,000. Calum Miller MP for our area chairs the Steering Group and it is hoped that on the 27th March 2025 there will be some movement on both the footprint and funding needs.

The Deputy Mayor pointed out that WTC received no information from the steering group

A member of the public asked why our local district Councillors who deal with planning do not seem to have moved a New Doctors Surgery forward?

Cllr Poskitt remarked she had been working 12 years on this process.

Cllr Parnes raised the point with County Councillor Graham that in council proceedings several weeks earlier he had asked him about the lacked of town council representation, even if only an observer status, at the meetings of the so called stakeholders meetings regarding a new Drs Surgery

Councillor Graham said he considered that the timing for him to do so would be on the meeting of the stakeholders chaired by the MP to be held on the 27th of March 2025

The Mayor asked Cllr Graham

Are you aware that if you go to an evening performance at an Oxford Theater you cannot use public Transport? Performances end at 10:00 pm there is a bus that leaves Oxford at 10:10pm which it is physically impossible to catch and the next bus is at 11:10pm, this means people drive in and this is something that is being discouraged.

Cllr Graham inform the Council that there is some available funding for Buses and he would look into possibly solving this problem

b) WODC District Cllr Cooper and Cllr Poskitt

The Mayor asked about the £86,000 overspend when the budget was balanced. WODC indicated in the report which seemed to come from the shortfall in garden waste and consistent overspend on new bins and boxes for new homes and replacing damaged bins.

Cllr Poskitt replied that WODC had not been able to rent out two of their buildings due to repairs needing doing so no rent had been received

APPROVED

25/03/07 WTC	**7. Planning** To consider the Councils response to the following consultations and applications: • Ref: 25/00300/LBC Location: ATM 16 Market Place Woodstock Description: Internal and external alterations to install a replacement ATM and provision of an ATM surround. **The Council had no objection to this application** • Ref: 25/00431/HDD & 25/00432/LBC Location: 13 Market Street Woodstock Oxfordshire Description: Erection of a single storey extension; Internal and external alterations to include the erection of a single storey extensions The council noted that there was no Conservation Officers report **The Council had no objection to this application subject to any concerns from the Conservation Officer** • Ref: 25/00444/HHD & 25/00445/LBC • Location: Cromwells House 28 High Street, Woodstock, Oxfordshire, OX20 1TG Description: Removal of garage and single storey rear extensions. Erection of replacement garage/outbuilding and single storey rear extensions, replacement fenestration, installation of air conditioning unit and internal alterations. The council noted that there was no Conservation Officers report **The Council had no objection to this application subject to any concerns from the Conservation Officer**
25/03/08 WTC	**8. Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 28th February 2025 **The Council unanimously agreed for the Mayor to sign the Bank reconciliation for the period ending 28th February 2025. The Mayor duly signed the reconciliation.** b) To note the Payments Report for February 2025 (Total £28,159.11 including VAT) **Noted** c) To note the Receipts Report for February 2025 (Total £4,880.57 including VAT) **Noted** d) To note the Cost Centre Report for January 2025 **Noted**
25/03/09 WTC	**9. Environment** a) To receive a report from the EWG **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Connolly** *The Council agrees to earmark £35,000 of the remaining 24/25 agreed reserves for the Environment as per table above for Water Meadows maintenance.* **Decision** **The Council unanimously agreed this motion** Cllr Grant also informed the Council there was a further £20,000 in the 24/25 agreed reserves for Water Meadows maintenance. b) Cemetery Benches

APPROVED

To receive quotes for benches

Proposed by Cllr Grant **Seconded by Banbury**

WTC agrees the purchase of 5 benches for the Lawn Cemetery at a cost of £1,974 including VAT to be allocated from the Environment 24/25 agreed reserves.

Decision

The Council unanimously agreed this motion

c) Works to remove steps on OWL
To receive quotes for the removal of steps on OWL

Recommendation

The Council agreed to company C to carry out the work at a cost of £1,600 no VAT

The Council unanimously agreed the recommendation

d) Community Centre
   i) To receive a report from structural engineering company that conducted the survey
   This report will be circulated for the April meeting as received too late for this meeting

   ii) To receive quotes for an Asbestos Survey

Recommendation

The Council agrees to company C to carry out this work at a cost of £420 including VAT

The Council unanimously agreed the recommendation

e) Bins
To receive quotes for bins

This item was deferred for further information

f) Water Dispenser
To receive quote for a Water Dispenser for the Town Hall

Recommendation

The Council agrees to company A supplying a water Cooler at a cost of:

£168 per year including Vat

18.9 litre Bottles £7.08 including Vat

Bottle Deposit £7.00 no Vat

Vote: For 9 **Against 1** **Abstained 0**

The Council unanimously agreed the recommendation

g) Hensington Road Cemetery Wall
To receive quote for a repairing the wall on the Hensington Road Cemetery

Recommendation

WTC to agree for quote B to repair the Hensington Road Cemetery wall at a cost of £1,620 incl. Vat

The Council unanimously agreed this recommendation

APPROVED

25/03/10 WTC

10. Terms of hiring and charges to be reaffirmed

To agree the amendments to terms of hiring of charges **Reaffirmed**

HIRE CHARGES FOR USE OF ROOMS AT TOWN HALL OR COMMUNITY CENTRE*

	Town Hall Assembly Room £	Town Hall Kitchen** £	Community Centre Hall £	Community Centre Kitchen** £
Local groups, charities, classes, wedding receptions: hourly rate				
Week day	**14**	**8**	**14**	**8**
Week-end	**20**	**9**	**20**	**9**
Business rates: hourly rate				
Week day	**24**	**16**	**24**	**16**
Week-end	**36**	**24**	**36**	**24**
Whole day rates for businesses				
Week day	**180**	**120**	**180**	**120**
Week-end* **	**360**	**240**	**360**	**240**

*Minimum hire is for 90 minutes, which includes 15 minutes' time at the beginning of hire period and at the end of the hire period for all setting up and clearing away.

**Charges for hire of the Kitchen, if used, are additional to the charges for other rooms used.

***Whole day Saturday and Sunday.

The Mayor's Parlour is available to charities at the discretion of the Mayor; apply through the Town Clerk.

WEDDINGS AT WOODSTOCK TOWN HALL

Hire of either the Mayor's Parlour (downstairs) or the Assembly Room (upstairs) for a wedding ceremony	**£400 (£100 deposit to secure room)**
Baby Naming Ceremony	**£150**
Renewal of Vows	**£175**

A damage deposit of £150 is also charged for room hire**, <u>excluding weddings</u>**, which is refundable after the event if everything is in order.

Staff pay for a wedding is currently £30 per wedding, consider an update to weekday, weekend, Sunday/Bank Holiday rate?

The Council agreed the amendments to terms of hiring charges

25/03/11 WTC

11. Risk Assessment

a) To review the WTC Risk Assessment for 2024 – 2025

APPROVED

	This item was deferred as Councillors requested more time to read this document. It will be discussed at the next available meeting b) To review the WTC Volunteer Risk Assessment for 2024 – 2025 **The Council unanimously agreed this document**
25/03/12 WTC	**12. VE Day** a) To receive an oral report from the Clerk for the VE Day of the meeting held on 4th March 2025. **The Mayor reported** The VE Day celebrations for Saturday 10th May 2025 are underway with the Group each taking on tasks to make the day memorable. Councillors are requested to support this event by being on hand to help, setting up, hosting during the event and clearing up afterwards, so please put this date in your diary and let the Clerk know what time you have available to assist. We are hoping to place the Union Flags on the buildings around the Town as for previous events and hope they will be flying for the 8th May 2025 which is the actual anniversary of 80 years since Victory in Europe until our VE Day Celebrations are over. Blenheim Palace are kindly supplying the necessary stewards for safety purposes which is now a requirement for a road closure. b) To agree the budget of £4,000 for the VE Day celebrations to be under the delegation of the Clerk due to restricted time scale. **Decision** *The Council unanimously agreed for the previously budget of £4,000 to be under the delegated power of the Clerk due to the restricted timetable.*
25/03/13 WTC	**13. Grants** To receive a report and recommendation a) The council received the suggested table of grant awards to relevant applicants.

APPROVED

- Cllr Banbury took no part in the discussion or vote as he had declared an interest.

The council unanimously agreed the table of awarded grants for 25/26 to the value of £2,400

Grant Application 25/26					
	Applicants	**Project**	**Amount received 24/25**	**Suggested Award**	
1	Old Woodstock Mock Mayor	New Gazebo	£300	£400	
2	Sustainable Woodstock	Grass Cutting Woodland	£300	£300	
3	Yellow Submarine	Support Pop-up |Café	£400	£400	
4	Woodstock Live	New Gazebo	N/A	£400	
5	Woodstock Chapel Trust	Memorial Garden	200	£200	
6	Woodstock Social Club	Printing Questionnaire	N/A	0	Commercial
7	Woodstock Harriers	Running for beginners	N/A	£300	
8	Woodstock Town FC	Upkeep of football field	N/A	0	Receive £750 per year s137
9	Wake Up To Woodstock	Night of a 1000 Candles	£152 Civic budget	£400	
10	Nick Stewart	Barbed Wire removal	N/A	0	Cllr Poskitt to look into this
				£2400	

b) The Council unanimously agreed for the remaining budget of £2,450 to remain under the Grant Budget for 25/26

25/03/14 WTC

14. Drs Surgery update

a) To receive a report of the Drs Surgery Working Group
b) To consider draft letter

This item was moved to be discussed under item 6

25/03/15 WTC

At this point at 8.13pm the following Cllrs left the meeting
Cllr Parnes, Cllr Spencer-Churchill, Cllr Szabados and Cllr Williams

15. Policy
To receive, discuss and agree the following policy
a) To agree Filming and Recording Policy

The Mayor informed the Council that:

APPROVED

	This policy has been checked by OALC and Peninsula who state they believe it fit for purpose. To date the Clerk had not received a reply from Satswana the Councils Data Protection Officer, so item deferred until a reply received. Cllr Williams returned the meeting at 8:15 pm Cllr Szabados returned the meeting at 8:16 pm Cllr Parnes returned the meeting at 8:20 pm Cllr Spencer-Churchill did not return to the meeting
25/03/16 WTC	**16. Air Ambulance** To consider the availability to position clothes collecting bin in aid of funding for Thames Valley Air Ambulance The Mayor suggested the Hensington Road Car Park might be a good place to accommodate a clothes recycling bin for the Thames Valley Air Ambulance. Cllr Cooper as a member of WODC agreed to investigate this possibility with WODC
25/03/17 WTC	**17. Pre-Election Clarifications (enclosed as an Appendix 2)** To receive clarifications for pre-election. Cllr Parnes informed the Council that a Local Publication still state that this information could be found at the Town Hall The Mayor Cllr Grant suggest that Cllr Parnes liaise with the Clerk to seek rectification of this. **The Council unanimously agreed.**
25/03/18 WTC	**18. Record of Significance** To receive a report from Cllr Poskitt Cllr Poskitt gave a short overview of a request made by a former Mayors family to have some kind of recognition for him in the Town Hall and a small reception to accept the chosen item of recognition for display possibly in the Assembly Room. **Motion:** Proposed by Cllr Poskitt Seconded by Cllr Grant *That Council agrees to myself, in liaison with the Mayor and any others who seem relevant progress this matter* The Mayor Cllr Grant asked to amend the motion to the following: **Amended Motion:** *a) Council agrees for Cllrs Poskit, Grant and Williams together with eth Clerk to progress this Matter* *b) Once progressed to arrange the suggested small reception* *Cllr Poskitt accepted the amended motion.* The Council voted on the amended motion **Decision:** **The Council unanimously agreed the amended motion**

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25/03/19 WTC	**19. Land Use Consultation** To discuss involvement. The Council agreed that Cllr Wheatley, Williams and Poskitt prepare a report on this document and bring it to the next available meeting
25/03/20 WTC	**20. Signing and sealing of Documents** a) The Council to agree for the Clerk to sign the Grant Agreement with WODC b) For the Council to agree for the signing and sealing of the lease for the Unit in the Community Centre **The Council unanimously agreed for the Clerk and the Mayor to sign and seal the document. The document was duly sealed and signed and the table**
25/03/21 WTC	**Proposed by Cllr Grant** **Seconded by Cllr Cooper** **21. 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. **The Council agreed unanimously to go into Confidential session**
25/03/22 WTC	**22. Confidential** a) Property • **Proposed by Cllr Grant** **Seconded by Cllr Williams** *WTC agrees the quote of £6170 + VAT (£7404) for Park Street – External Redecorations Rear & Side Elevation.* **The Council agreed to this motion Unanimously** • **Motion: Proposed by Cllr Grant** **Seconded by Cllr Williams** WTC agrees for the tenancy of number 6 Park Street under the negotiations agreed by their property Agent Breckon and Breckon • **Recommendation** The Clerk and RFO refer to the Councils utility bills for comparison of increase of costs and discuss with Breckon and Breckon a proportional and fair increase to cover the extra expenditure of rising utility bills. **The Council unanimously agreed this recommendation** The Mayor informed the Council that the submitted quotes for the Town Centre works had been accepted and the Council had been awarded the grant of £15,000 to take up and relay the Cobbled area at the rear of the Town Hall and for the replacement of the Glass in the lower panes of the Mayors Parlour and Clerks Office windows to be in keeping with it the listed building status. The Clerk will progress this as soon as possible. b) Staffing The Clerk informed the Council he still had 5 days holiday to take before the 1st April 2025 but he would rather carry these days over into the next financial year as is permitted under employment law as long as they are taken by the end of June 2025 and with the agreement of the Council . **The Council agreed unanimously to the Clerks request**
25/03/23 WTC	**23. Close Meeting 8:45 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Thursday 20th March 2025

Cllrs. Present: Cllrs Grant, (Mayor) Williams (Deputy Mayor) Banbury, Connolly, Cooper, Poskitt, Parnes, Spencer-Churchill, Szabados and Wheatley

In Attendance: Town Clerk Valentin Lavdakov

Chair of the meeting Cllr Grant (Mayor) **Members of the publics 2**

25/03/24 ETC	The Mayor informed the Council that an election has been called to fill the casual vacancy and will be on the Thursday 1st May 2025 and reminded Councillors that on Saturday 29th March 2025 the West Oxon Wood Turners Association will be exhibiting and selling their beautiful wooden articles, it would be lovely if Councilors visit this event for support. **1.Apologies for Absence** Apologies for absence received from: Cllr Addis, Banbury, Parnes. Spencer-Churchill
25/03/25 ETC	**2. Declarations of Interests** Cllr Poskitt declared and interest for item 4 as member of WODC Uplands Committee. Cllr Cooper declared and interest for item 4 as member of WODC Uplands Committee. Cllr Grant declared and interest for item 6 as she lives close to the area being discussed.
25/03/26 ETC	**3. Public Participation** **The Mayor adjourned the meeting for Public Participation** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. • There were no members of the public that wished to address the Council **Meeting reconvened**
25/03/27 ETC	**4. Planning** To consider the Councils response to the following: a) Planning Applications • Ref: 25/00492/HHD, Location: 10 Hensington Close, Woodstock, Oxfordshire Description: Demolition of existing garage, conservatory and rarer dining room. Erection of a single storey rear extension and site extension to provide additional living space over two floors. (Part Retrospective) **The Council had no objection to this application** • Ref: 25/00570/HHD

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	Location: 7 Youngs Way, Woodstock, Oxfordshire Description: Erection of rear single storey extension **The Council had no objection to this application** • Ref: 25/00527/HHD Location: 9 Hill Rise, Woodstock, Oxfordshire Description: Demolition of single storey extension and outbuildings erection of two storey rear extension **The Council had no objection to this application** • Ref: 25/00524/HHD Location: 7 Bowlers Way, Woodstock, Oxfordshire Description: Proposed loft conversion with pitches roof dormer window **The Council had no objection to this application**
25/03/28 ETC	**5. Risk Assessment** To review the WTC Risk Assessment for 2024 – 2025 **The Risk assessment was agreed with the following amendments and for the Clerk to sign:** **Financial Management:** To add the Electronic Banking Authority rules **Investments:** To add no investment to be more than £85,000 in line with the guaranteed return **Skate park:** Rename Skateboarding facility in Budds Close **Cllr Poskit**t asked that the Allotment Association are given a copy of the Council Risk Assessment for Allotments and members of Staff that hoisted the flag were reminded of the risk assessment.
25/03/29 ETC	**6. HM Land Registry Notice** To receive notification of Land Registry application ***Due to the papers circulated to the Council being marked private it was agreed that this item be moved down the Agenda to be discussed in confidential session***
25/03/30 ETC	**7. Land Use Consultation** To discuss involvement The Mayor thanked Cllr Wheatley for the excellent paper he had produced. Cllr Wheatley stated he would like to contact the Stakeholder to complete his report. **Decision** *The Council unanimously agreed for Cllr Wheatley to continue this work and this item be deferred and brought back to the April monthly meeting.*
25/03/31 ETC	**8. Confidential** **Proposed by Cllr Grant** **Seconded by Cllr Williams** **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.* **Council unanimously agreed to move into confidential session** **The Mayor: asked that all filming and recording devices to be switched off** **The Mayor: reminded Cllrs of the importance of Confidentiality and as suggested by OALC read out the following:** **Confidential Session and control of confidential information** The Clerk is going to distribute confidential papers.

APPROVED

	As per usual these are easily identified as always printed on pink paper I will give you a few minutes to read the information and we will than discuss and make any necessary decision. Once a decision has been made Councillors are requested to hand in the confidential pink papers to the Clerk who will ensure they are shredded at the end of this meeting. Your cooperation with this will ensure written confidential information remains confidential. Councillors are reminded leaking confidential information is a Breach of the Code of Conduct which we are all bound by and date protection issues avoided. **Item 6 moved to here to be discussed under confidential session** **6. HM Land Registry Notice** To receive notification of Land Registry application Cllr Connolly had submitted a report and motion but requested the motion be withdrawn due to information he had obtained regarding the grounds that an objection to this application must be based. **Decision** *The Council agreed unanimously for the motion to be withdrawn.* *Due to the deadline for objection being 24th March 2025, the Council agreed to suspend Standing orders for a different motion to be proposed* **Proposed by Cllr Connolly** **Seconded by Cllr Williams** *WTC agrees to object to this application as no proof of ownership has been provided by the Applicant to the Land Registry Office.* **Vote: For 4 Against 1 Abstained 2** **Motion carried** a) Staffing The Clerk outlined the necessary working structure for the Council staff to enable efficiency to carry out all Council business **Recommendation** The Council agrees to change the RFO vacancy hours from 18.5 hours per week to 25 hours per week at a lower spine point, with an addition to the job description to cover some admin work, cover for the Clerk holiday and servicing meetings if necessary. ***The Council unanimously agreed the recommendation*** **All Councillors present returned the Confidential Pink Papers to the Clerk for shredding.**
25/03/32 ETC	**Close Meeting 7:55pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 8th April 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Connolly, Cooper, Poskitt, Szabados and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov

OCC: Cllr Andy Graham

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 4**

25/04/01 WTC	**1. Apologies for Absence** Apologies were received from Cllrs: Addis, Parnes, and Spencer – Churchill. The Clerk informed the meeting that Cllr Poskitt would be joining the meeting later.
25/04/02 WTC	**2. Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct Item 7 from the Agenda - Cllr Cooper declared and interest as a member of WODC Uplands Committee Item 10 from the Agenda - Cllr Connolly declared and interest as he lives near the Water Meadows
25/04/03 WTC	**3. Public Participation** **The meeting will be adjourned at this point** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. **The Mayor adjourned the meeting** • There were no members of the public that wished to address the Council **Meeting reconvened**
25/04/04 WTC	**4. Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes from WTC meeting held on Tuesday 11th March 2025 • The minutes from Tuesday 11th February 2025 were agreed as an accurate record of the meeting with the following amendments: - Page 1. 25/03/03 first line of 3rd paragraph change the word has to had - Page 3. 25/03/06 after 12th paragraph add: Cllr Parnes raised the point with County Councillor Graham that in council proceedings several weeks earlier he had asked him about the lacked of town council representation, even if only an observer status, at the meetings of the so-called stakeholder meetings regarding a new Drs Surgery.

APPROVED

	Councillor Graham said he considered that the timing for him to do so would be on the meeting of the stakeholders chaired by the MP to be held on the 27th of March 2025 b) Draft Minutes from ETC meeting held on Thursday 20th March 2025 • The minutes of the ETC meeting held on Thursday 20th March were agreed as an accurate record of the meeting with the following amendments: - Cllr. Present: add Cllrs: Szabados and Wheatley - Page 2 25/03/28 Change Skate Board to Skateboard
25/04/05 WTC	**5. Mayor and Clerks Reports** a) To receive a report from the Mayor • I would like to thank Councillors that supported my Charity event on Saturday 29th March 2025. Funds were raised for the WOWA almost £400 and for the Woodstock Lunch Club £100. • I was going to say this is my last meeting as Mayor but it seems due to planning applications we will be having an ETC on Wednesday 16th April 2025. • Please try and support the VE Day celebration of Saturday 10th May 2025. The preparations are going well and weather permitting should be very enjoyable. • On Thursday 8th May 2025 it is the actual anniversary of 80 years since Victory in Europe and there will be a short service of Remembrance conducted by our Rector Sarah Bourne at the War Memorial outside the Church at 11:00am. • On such an important date, please may I ask that as many Councillors as possible attend to show respect for those that lost their lives to keep us free. • The Council had received a donation form the Marlborough Charitable Trust of £500 for nesting boxes on the Water Meadows. • Grateful thanks were expressed for Mr Stan Scott who had kindly volunteered to repaint the Bus Shelter in Old Woodstock which was now completed and he had done a wonderful job. b) To receive a report from the Clerk • The Clerk reported that there had been glitches with the current fire alarm system this was due to the ongoing replacement of BTs copper cables with fibro there had been glitches with optic cables. The total cost of the upgrade of the of the fire alarm system at both the Town Hall and Community Centre was £700 + VAT. With an accordance with the current Financial Regulations the Clerk is authorised to approve payments under £1000 with the agreement of the Mayor. • The membership with the Oxfordshire Playing Field association has been renewed at a cost of £61.00 excluding VAT • Whiteoak Landscaping started the relaying of the Cobbled area at the rear of the Town Hall today 08.04.25 and it expected to take 7 days • The internal Audit is scheduled for Tuesday 17th June 2025. This marks the 3rd year for the current Auditor, the Council will be required to appoint a new auditor. The Clerk would be seeking quotes for this.
25/04/06 WTC	**6. County and District Councillors Reports** To receive reports from a) OCC Cllr Andy Graham Councillor • Graham had not arrived at this point of the meeting *(Item moved down the Agenda between items 11 and 12)* b) WODC District Cllr Cooper and Cllr Poskitt • Cllr Poskitt had not arrived at this point of the meeting • Cllr Cooper asked if there were any questions. • Cllr Williams asked how the empty homes mentioned in the report were identified? • Cllr Cooper replied: the owner pays double council tax. If its empty for (I think) 18 months you pay double council tax. • Cllr Wheatley asked how do you identify they are empty.

APPROVED

	• Cllr Cooper: said because they have to pay double council tax. • The Mayor commented that the empty houses were probably identified when Council Tax ceased to be paid and then the district council would investigate.
25/04/07 WTC	**7.Planning** To consider the Councils response to the following consultations, applications and appeals: a) Ref: 25/00734/HHD Location: 12 High Street Woodstock Oxfordshire Description: Erection of single storey rear extension and the rebuild of a garden wall **The Council had no objection to this application** b) Ref: 25/00784/LBC Location: 12 High Street Woodstock Oxfordshire Description: Erection of single storey rear extension and the rebuild of a garden wall c) Ref: 25/00721/HHD Location: 27 Bear Close Woodstock Oxfordshire Description: Demolition of garage and erection of two storey side extension **The Council had no objection to this application** d) Ref: 25/00520/LBC Location: 37 Manor Road Woodstock Oxfordshire Description: Replacement of 3 windows **The Council had no objection to this application** e) Ref: 25/00566/LBC Location: 35 Manor Road Woodstock Oxfordshire Description: Internal and external alterations to replace the windows on the rare elevation **The Council had no objection to this application** f) Ref: 25/00699/OUT Location: Land North East of Manor Farm Cottage 14 Manor Road Description: Outline planning application with some matters reserved to erect a self-build dwelling **The Council had no objection to this application** g) Ref: 25/00535/HHD Location: 2 Water Brook View Woodstock Oxfordshire Description: Erection of a flat roof porch **The Council had no objection to this application** h) Ref: 25/00589/HHD Location: 11 Boundary Close Woodstock Oxfordshire Description: Single storey rare extension, garage conversion, loft extension, and single storey infill front extension to the existing porch

APPROVED

- **The Council noted that the removal of the Garage door to be replaced by a window had previously been refused with other application to this row of houses and should be taken into consideration so that the row of properties remains the same**

i) Appeal Ref: APP/D3125/W/24/3353373
Location: 31 Oxford Road Woodstock Oxfordshire **Noted**

25/04/08 WTC

8. Finance

This Item was deferred to the next meeting.

Due to bank statements not being received in time it was agreed this item be deferred to the ETC to be held on Thursday 16th April 2025

OCC Cllr Andy Graham joined the meeting at 7:15pm

25/04/09 WTC

9. Schedule of Meetings for 25/26

The schedule of meeting for 25/26 were unanimously agreed

Meeting Schedule 2025-2026

2025/26	
2025	
Tuesday 13th May	Town Council Annual Meeting
Tuesday 27th May	Town Council Monthly Meeting
Tuesday 24th June	Town Council Monthly Meeting
Tuesday 22nd July	Town Council Monthly Meeting
August	**No Meeting**
Tuesday 2nd September	Town Council Monthly Meeting
Tuesday 14th October	Town Council Monthly Meeting
Tuesday 11th November	Town Council Monthly Meeting
Tuesday 25th November	Town Council Budget Meeting
Tuesday 9th December	Town Council Monthly Meeting
Mayors Carols	**To be confirmed by the Mayor**
2026	
Tuesday 13th January	Town Council Monthly Meeting
Tuesday 10th February	Town Council Monthly Meeting
Tuesday 10th March	Town Council Monthly Meeting
Tuesday 24th March	**Annual Town Meeting at CC**
Tuesday 14thth April	Town Council Monthly Meeting
Tuesday 12th May	Annual Town Council Meeting

Please note.

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

25/04/10 WTC

10. Environmental

To receive a report from the EWG and consider the recommendations within

1. Recommendations

The Council agrees for the Clerk to:

APPROVED

i) Contact 'The Wychwood Project' requesting a quote for them returning to oversee and implement the maintenance of the Water Meadow

The council unanimously agreed this recommendation

ii) Contact Blenheim Estate to arrange a meeting to discuss the work needed to the banks on the other side of the river that belongs to them.

The council unanimously agreed this recommendation

iii) Complete the process of getting Local Nature Reserve status for the water meadows to open up access to future support and funding.

Vote: For: 7 Against: 0 Abstained: 1

The recommendation was agreed

iv) To move forward to identify and obtain quotes for the council to consider appointing an independent hydrologist to advise the working group, as agreed at the last council meeting. (The Council had previously delayed their agreement to seeking quotes for an independent hydrologist until they had received a report from the Environment Agency – having received the Environmental Agency report on 17th March 2025 we now need to move ahead).

Vote: For: 0 Against: 7 Abstained: 1

The recommendation fell

2. Cemeteries

Cllr Grant presented a comprehensive report on the state of the cemeteries and actions that have been undertaken (attached). The only outstanding and overdue action relates to maintenance of the Lawn Cemetery gates. They need rubbing down and oiling on an annual basis.

Recommendation:

The council instructs the Clerk to identify potential contractors to undertake this work and get quotations

The council unanimously agreed this recommendation

3. Under AOB

Cllr Poskitt (non-member of WG) raised the matter of St Mary Magdalene Church only having been recognised as a bronze ECO-church and that one of its shortcomings was its need to communicate more about its "ECO" activities. It was therefore considering a display of their activities.

Recommended:
In due course, the Council to consider take a stall to showcase the work of the council when the church decides to hold an event to promote the matter. Concern was raised that WTC should take care that it did not end up with responsibility for running the event in the future. The wonderful work of the volunteers in the church yard was commended.

The council unanimously agreed this recommendation

To receive a report from the Environmental Agency regarding the visit to the Water Meadows on Monday, 17th March 2025 **Noted**

25/04/11 WTC	**11. VE Day** To receive an update about VE Day

APPROVED

	The Clerk provided a table on the progress of preparations for the VE Day Celebration and remarked all going well.
25/04/12 WTC	Item 6a) moved to here 6 a) OCC Cllr Andy Graham Councillor Council Graham reported to the Council • Blenheim has started work on the bunding at Eagle Lodge/ Grove Road to hold back the water that runs off the Chalet Park affecting Grove Road. • Banbury Road has had some patch resurfacing. • James Whiting (WODC) who is in charge of parking and looks at the traffic management of Blenheim events will attentively due to the election will pop a date in the diary to look at the Christmas Event in particular as it causes an impact on roads in and around Woodstock. We need to move away from shall we say light of what is happening at the moment and it is not enforced so we have asked Blenheim to actually do a traffic management plan, so we have a clear idea well in advance where in their minds the parking issues are. We then go beyond that and say what are we going to do beyond this and who is going to pay for it going forward • OCC, it has been announced in the last few days that we are number one in the country for recycling, WODC is 16th out of 79 councils which is pretty good anyway although Southam Vale has beaten us to it and they are well ahead. • The Stakeholders New Doctors Surgery for Woodstock held on Thursday 27th March 2025 had been a very positive and productive meeting and the minutes were due to be sent to WTC soon. In 8 weeks', time at the next meeting we should have a very positive conclusion, with a very positive forecast and the actual site should be agreed. There is a Commercial site to be signed off by then and possibly a surgery site to bring the timeline closer Cllr Williams asked if there was a definite date for the meeting in 8 weeks' time. Cllr Graham replied there is a date but I cannot remember it and he will let the Clerk know. The most important thing is that settlement is imminent and you will have far more details than you do tonight. Cllr Williams stated that you have been asked a number of time if someone from the Council could observe have you moved any further with this? Cllr Graham replied that he had taken it to the meeting and the chair of the meeting was going to speak to the Mayor. Cllr Banbury: requested a timetable and responsibilities for the grass cutting in Woodstock that had been promised by you and Cllr Cooper by the end of March. Cllr Graham: suggested he and Cllr Cooper look into this. Cllr Williams: Passageway opposite the Undertakers and new café has been re: cobbled and it horrible and need redoing. Cllr Graham requested a photo of the offending area and he would look into it. The Mayor informed that the trees in the town had started sprouting and look quite green now, which she was pleased about and asked if any further action had been taken regarding eth bus timetable to enable theatre goers from Woodstock to get a bus home. Cllr Graham said he had no update but it was on the list. The Mayor asked Cllr Cooper if he had had chance to speak to WODC with regard the Air Ambulance clothing collection box to be situated in the Hensington Road Car Park. Cllr Cooper replied had had but the person he had spoken to was on holiday and he would look into it.

APPROVED

25/04/13 WTC	**12. Structural Engineer Report** To receive a report from the Structural Engineer regarding the community centre roof. **Noted** The Council agreed that the Clerk asked the Councils Property Agent Breckon and Breckon to seek quotes for the installation of Solar Panels on the Community Centre. **Cllr Poskitt joined the meeting at 7:45 pm**
25/04/14 WTC	**13. GDPR** To receive a report from the audit conducted by Satswana, the Council's Data Protection Officer **Noted**
25/04/15 WTC	**14. New Drs Surgery** To receive an update from Cllr Williams Cllr William gave an update on the New Drs Surgery Working Group and presented the following recommendation **Recommendations:** **a)** That Council ask the Town Clerk to send a follow-up FoI request to BOB ICB **The Council unanimously agreed this recommendation** **b)** That Council ask the Town Clerk to arrange a meeting with Kim Langford-Terjrar, officer responsible for S106 matters at WODC **The Council unanimously agreed this recommendation** **c)** That Council ask WODC for any planning application for the Hensington Road Old Thames Valley Police site to only be granted if it includes the provision of a Doctors' Surgery **The council unanimously agreed this recommendation** **d)** That Council ask the Town Clerk to arrange a meeting between the Mayor and the Deputy Mayor and the new Chair of Blenheim Estate, Jeremy Helsby **The council unanimously agreed this recommendation**
25/04/16 WTC	**15. Land Use Consultation** To agree the response (previously circulated) **Cllr Poskitt suggested some additional information to be included in the reply. Cllr Wheatley said he would amend the document enlarging on the areas suggested.** **The Council agreed for the draft report to be submitted and that the Clerk would sign it on behalf of Woodstock Council.**
25/04/17 WTC	**16. Regard of Significance (Civic Budget)** To receive a report from Cllrs Grant, Poskitt, and Williams **Motion:** Proposed by Cllr Grant Seconded by Cllr Poskitt *The council agrees that the under spend of the 24/25 Civic Allowance balance of £377.33 be carried over to the 25/26 Civic Budget Allowance to cover the cost of the reception outlined in this report and leaving the 25/26 Civic Allowance intact for the next Mayor in May* **The Council unanimously agreed this motion**
25/04/18 WTC	**17. OCC possible Grant for flooding** To receive a report from OCC regarding a possible grant for flooding. The Council agreed that Cllr Connolly would assist the Clerk to fill in the application for possible funding for flood work.

APPROVED

25/04/19 WTC	**18. Solar Farm** **Botley West Solar Farm - EN010147** To receive a report for Botley West Solar Farm **The Council agreed for the Clerk to contact Karen Howe the Councils representative and request she attends this meeting on the council's behalf.**
25/04/20 WTC	**19. West Oxfordshire Community Infrastructure Levy (CIL) Schedule examination** **The Council agreed that for the Clerk to reply with WTCs agreement to the scheme**
25/04/21 WTC	**20. Housing Supply Targets** To receive a report for Housing Supply Targets (enclosed) Cllr Williams Cllr Williams, Connolly and Wheatley will link in to the online meting
25/04/22 WTC	**21. Confidential** **Confidential Session and control of confidential information** **As advised by OALC** **The Mayor read out the following** The Clerk is going to distribute confidential papers. As per usual these are easily identified as always printed on pink paper. I will give you a few minutes to read the information and we will than discuss and make any necessary decision. Once the decision has been made Councillors are requested to hand in the Confidential pink papers to the Clerk who will ensure they are shredded at the end of this meeting. Your cooperation with this will ensure written confidential information remains confidential. Councillors are reminded leaking confidential information is a Breach of the Code of Conduct which we are all bound by and date protection issues avoided. **a) Land Registry** **Decision:** **The Council agreed not to continue with their objection as it had come to light that the piece of land belongs to WODC.**
25/04/23 WTC	**23. Close Meeting 8:13 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Wednesday 16th April 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Connolly, Parnes, Szabados and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 2**

25/04/24 ETC	**1. Apologies for Absence** Apologies were received from Cllrs: Addis, Cooper, Poskitt, and Spencer – Churchill.
25/04/25 ETC	**2. Declarations of interest** No declarations of interest were received.
25/04/26 ETC	**3. Public Participation** **The meeting will be adjourned at this point** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. **The Mayor adjourned the meeting** • There were no members of the public that wished to address the Council. **Meeting reconvened**
25/04/27 ETC	**4.Planning** To consider the Councils response to the following consultations, applications and appeals: a) Ref: 25/00766/S73 Location: Land North of Hill Rise Woodstock Proposal: Variation of condition 4 of planning permission 21/00189/FUL to allow landscape design amendments and various elevation, roof form and layout design changes within Phase I. **WTC previous objections to this application still stand and concern about the added burden on the healthcare facility and further concerns about flooding due to climate change.** b) Ref: 21/00189/FUL Location: Land North of Hill Rise Woodstock Proposal: 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).

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	WTC previous objections to this application still stand and concern about the added burden on the healthcare facility and further concerns about flooding due to climate change. c) Ref: 25/00907/HHD Location: 15 Hedge End Woodstock Oxfordshire Proposal: Erection of single storey rear extension with rooflight **WTC has no objection to this application. The Council commented on the fact that the application does not show anything that is energy efficient.** d) Ref: 25/00856/HHD Location: 15 Oxford Road Woodstock Oxfordshire Proposal: Construction of detached garage **The Council had no objection to this application**
25/04/28 ETC	**5. Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st March 2025 (Total £404,192.63) – **Noted** b) To note the Payment Report for March 2025 (Total £23,521.79 including VAT) – **Noted** c) To note the Receipt Report for March 2025 (Total £17,717.47 including VAT) – **Noted** d) To note the Cost Centre Report for March 2025 – **Noted**
25/04/29 ETC	**6. Close Meeting 7:15 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 6th May 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Cooper, Connolly, Melliss, Parnes, Szabados and Wheatley.

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor) **Members of the Public 10**

Before opening the meeting, the Mayor informed the Council that sadly Cllr Addis's husbanded had passed away on Sunday morning and asked as a mark of respect to stand and join her in a minute's silence.

25/05/01 ETC	**1. Apologies for Absence** Apologies were received from Cllrs: Addis, Banbury, Poskitt, and Spencer – Churchill.
25/05/02 ETC	**2. Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct **The following Declarations of interest have been received:** • Item 4: Cllr Cooper declared an interest as member of WODC Uplands Committee • Item 7: Cllr Cooper declared an interest for the Social Club. • Item 7: Cllr Grant declared a personal interest due to an ancestral connection with the Social Club/Community Asset.
25/05/03 ETC	**3. Public Participation** **The Mayor adjourned the meeting for Public Participation.** **2 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council on the forthcoming Annual Town Council Meeting with regard to Working Groups. • **Speaker 2:** Addressed the Council on Item 7 on the Agenda with regard to the application for registration of a Community Asset, 44 Oxford Street Woodstock. **Meeting reconvened**
25/05/07 ETC	**The Mayor asked the Council to agree to move item 7 up the Agenda to this part of the meeting** **The Council unanimously agreed 7. Assets of Community Value under Localism Act 2011** To receive, discuss and agree any comments Council wishes to submit regarding the Nomination of Woodstock Social Club 44, Oxford Street OX20 1TT as an Asset of Community Value. WTC has received the following document from WODC: • **Community Right to Bid – List of Assets of Community Value**

APPROVED

	• **Property - Woodstock Social Club, 44 Oxford Street Woodstock OX20 1TT** • **Part 5 Chapter 3 Localism Act 2011, Assets of Community Value (England) Regulation 2012** The District council has received a nomination of the above property named above as an asset of Community Value. WTC have been asked to make comment and the following 2 points taken into consideration. 1. **The main use of the land/building furthers the social wellbeing or social interest of the local community.** 2. **It is realistic that a main use of the land/building well continue to further the social wellbeing of social interests in the local community.** **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Williams** *WTC supports the nomination of Property - Woodstock Social Club, 44 Oxford Street Woodstock OX20 1TT to be included on a "List of Assets of Community Value". Under the terms of legislation.* **The Council unanimously agreed this motion**
25/05/04 ETC	**4.Planning** To consider the Councils response to the following consultations, applications and appeals: a) Ref: 25/01032/HHD Location: 19 Parsons Drive Woodstock Oxfordshire Proposal: Conversion of loft space above garage into first floor loving space **The Council had no objection to this application**
25/05/05 ETC	**5. Planning Reform Conference: Unlocking Sustainable Growth (previously circulated)** To discuss attendance and the funding for the conference • **The Council agreed that due to the cost of attending the Planning Reform Conference to nominate one Cllr to attend.** • **The Council unanimously agreed for Cllr Wheatley to attend the Conference representing WTC.**
25/05/06 ETC	**6. Data Protection and Freedom of Information Policy** To receive the updated Data Protection and Freedom of Information Policy. After a short discussion the Council felt this document did not include adequate information. **The Council unanimously agreed to defer this item so that the Clerk could seek further information.**
	7. Assets of Community Value under Localism Act 2011 ***This item was moved up the Agenda to be discussed after item 3 Public Participation.***
25/05/08 ETC	**Due to the sensitivity of item 9 the Council are asked to consider this item being taken in confidential session.** **8. Exclusion of Press and Public** **Proposed by Cllr Grant** **Seconded by Cllr Williams** **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.

APPROVED

	The Council unanimously agreed to move the meeting into Confidential Session
25/05/09 ETC	**9. Property Report (enclosed)** To receive a report regarding the Cobbled Area to the rear of the Town Hall. **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Williams** ***WTC agrees that:*** *a) the available area to be covered under license for outside dining be extended as shown on the map to the Cycle Rack area to enable a larger area to be a viable proportion to the licensee.* *b) the Clerk approaches the appropriate authority to request the removal of at least 2 of the 6-cycle racks due to them seeming only being used to dump unwanted bicycles (which has cost the Council to have them removed) and the availability of many other cycle racks in the town.* Cllr Cooper requested an amendment to part **b**) of the motion *That the Cycle racks were not removed.* Cllr Grant the proposer of the motion and Cllr Williams seconded of the motion **<u>did not accept this motion</u>**. Cllr Williams proposed an amendment that *4 out of 6 of the Cycle racks be removed.* Cllr Grant accepted this amendment. The Mayor took the vote in 2 parts. ***WTC agrees that:*** *a) the available area to be covered under license for outside dining be extended as shown on the map to the Cycle Rack area to enable a larger area to be a viable proportion to the licensee.* **The Council unanimously agreed part a) of the motion** *b) the Clerk approaches the appropriate authority to request the removal of at least 4 of the 6-cycle racks due to them seeming only being used to dump unwanted bicycles (which has cost the Council to have them removed) and the availability of many other cycle racks in the town.* The amended part **b)** of the motion was put to the vote **Vote:** • **For: 6** • **Against: 2** (Cllr Cooper & Cllr Wheatley requested their vote against part **b**) of motion include their names in the minutes) • **Abstained 0** **Motion carried** The Council also agreed that the following be included in the License requirement: • No Patio heaters to be used. • Nothing to be attached to the Town Hall as a listed building. • User not to encroach over the boundary of the agreed space. • No utensils, Crockery, Glass, etc. to be left on the tables when unattended. • All due care and attention as far as possible to leave access to the public. • All due care and attention will be operated to ensure there is no obstruction to pedestrians, pushchairs or disability vehicles and no utensils or broken article are left on the tables.

APPROVED

	• User not to encroach over the boundary of the agreed space. • No utensils, Crockery, Glass, etc. to be left on the tables when unattended. • All due care and attention as far as possible to leave access to the public. All due care and attention will be operated to ensure there is no obstruction to pedestrians, pushchairs or disability vehicles and no utensils or broken article are left on the tables.
25/05/10 ETC	The Mayor asked for Volunteers to help erect the flags for the VE Celebration. Cllrs Grant, Williams, Connolly, Wheatley and Szabados volunteered. Cllr Grant said her husband would also help and supply the ladder needed. It was agreed to meet at 5pm the following evening. **10. Close Meeting 8:10 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 13th May 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Melliss, Cooper, Parnes, Poskitt, Spencer-Churchill, Szabados and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant Members of the Public 8

25/05/11 WTC	**1. Election of Town Mayor** a) Nomination of Councillors for Town Mayor - Cllr Grant called for nomination for Mayor b) Vote on Nominated Candidates - Cllr Spencer Churchill nominated Cllr Grant Seconded by Cllr Poskitt c) Signing of Declaration of Acceptance - **There being no other nomination Cllr Grant was declared Mayor and duly signed acceptance of Office**
25/05/12 WTC	**2. Election of Deputy Mayor** a) Nomination of Councillors for Deputy Mayor - The Mayor called for nomination for Deputy Mayor b) Vote on Nominated Candidates - Cllr Wheatley nominated Cllr Williams seconded by Cllr Spencer-Churchill c) Signing of Declaration of Acceptance - **There being no other nomination Cllr Williams was declared Deputy Mayor and duly signed acceptance of Office**
25/05/13 WTC	**3. Apologies for Absence** To receive and consider for acceptance apologies for absence. Apologies were received from Cllr Addis and Cllr Connolly
25/05/14 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 - Item 7: Cllr Cooper declared a personal interest.

APPROVED

25/05/15 WTC	**5. Public Participation** **The meeting will be adjourned at this point** In line with the adopted Public Participation Protocol from 12th November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish. **The Mayor adjourned the meeting** • There were no members of the public that wished to address the Council **Meeting reconvened** **The Mayor before moving to the next item read out the following** I would like to offer my sincere appreciation and I'm sure you will all agree for the dedication Valentin our Town Clerk as shown since taking up the post in August last year. He has and still is working hard to put all the necessary policies and proceedings in order and I feel gone way beyond expectation. Thank you very much Valentin and with Councils permission I would like this to be recorded in the minutes. **The Council unanimously agreed for this token of appreciation to be included in the minutes of this meeting** Before we move on I would like to thank our Staff and Councillors that supported the Celebration on Saturday for the 80th anniversary of VE Day. Grateful thanks to Cllr Spencer- Churchill (His Grace the Duke of Marlborough) for opening this event being a descendant of Sir Winston Churchill. I have also written to the various organisations and people thanking them for their help making this event such a success. It was extremely well attended; the weather was amazing; the feedback very positive and I believe helped local business. I would also like to thank Cllr John Banbury for twirling me around the Town Square, to the delight of the crowd 'Watch out Strictly' **The Clerk wished to speak and said:** When I first stepped into this role, I'll admit—I was a bit nervous, not knowing exactly what to expect. But from day one, you made me feel welcome and supported, and that made all the difference. Thank you, madam Mayor, for your dedication, for sharing your knowledge so generously, and for taking the time to answer my questions. Your kindness, encouragement, and guidance have been truly appreciated, and the lessons I've learned from you are invaluable. **The Mayor reported:** **The Social Club was granted their ACV yesterday and sends thanks to WTC for their support.**
25/05/16 WTC	**6. Appointment of Councillors Roles** a) To consider the list of Councillor Roles and to agree any changes. The Council has voted on the following Councillor roles:

APPROVED

	Finance including Grants and s106: Council Member for Finance (CMfF) Cllr Poskitt with Cllr Wheatley as her substitute. **Property: Council Member for Property (CMfP)** Cllr Cooper **Assets Register:** RFO
	Urgent Planning Committee: Cllrs Grant, Poskitt, Williams, Parnes, Banbury & Wheatley
	Staffing Working Group Cllrs Grant, Poskitt Williams and Banbury. Floating members: Cllr Parnes and Cllr Wheatley
	Environmental Working Group Members Cllrs Wheatley (Chair), Grant, Banbury, Spencer-Churchill, Connelly and Szabados with the addition of 2 members of the Public Mr. Maurice Parkinson, the Water Meadows Volunteer Warden and Mr. Bob Pomfret, OWL Volunteer Warden
	New Drs Surgery Working Group Cllr Williams (Chair), Cllr Grant, Cllr Parnes, and Cllr Banbury. Members of the Public: Mr. Ian Hudspeth & Stan Scott. As Cllr Connolly was not present at the meeting but had requested to join the working group, and Cllr Melliss also expressed interest in joining, the Council decided to defer this for the WTC meeting on 27th May 2025 for further discussion.
	Website, Social Media and Newsletters Working Group This will be controlled **by staff only under the Guidance of the Clerk** as paid Officers and covered by Insurance
	Events Working Groups for individual events **- Remembrance Sunday 2025:** Cllrs Addis, Grant, Poskitt, and Williams. Other members: Revd Sarah Bourne, Rector of Woodstock and Bladon, St Mary Magdalene Church, Woodstock, and Rachel Peters, Administrative Assistant at WTC **- Christmas Lights:** Cllrs Spencer-Churchill, Cooper, Addis, Szabados, Wheatley
	Emergency Action Group Mayor and Deputy Mayor The Council decided to defer this for the WTC meeting on 27th May 2025 for further discussion. Cllr Poskitt as CMfF to bring a report on this matter with regard to finance.
	OALC - The Mayor & Town Clerk The Mayor asked the Clerk whether Councillors are permitted to contact OALC directly with any questions they may have.
	International Connections - Cllr Poskitt & Cllr Wheatley
	b) To consider the list of appointed Council members to serve on Joint ventures and outside bodies

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	Appointment of Members to Serve on Joint Ventures and Outside Bodies
	Joint Venture
	Town and Palace Dialogue: Cllrs Williams (Chair alternating with Blenheim), Parnes, Poskitt & Grant
	Traffic Advisory: Cllrs Parnes & James Spencer-Churchill.
	WODC Parish/Town Liaison: Cllr Wheatley, Cllr Grant and the Town Clerk
	Stop Botley West Group: Cllrs Banbury & Parnes
	Outside Bodies
	Public Transport: No longer required
	Bloom Cllrs Poskitt & Szabados
	Relief in Need: Cllr Cooper
	Exhibition Foundation: Cllrs Poskitt, Cllr Williams. The Council agreed for Mr. Frank Collinwood to continue with the Exhibition Foundation if he so wished.
	Oxford Airport Consultant Committee Cllr Spencer-Churchill with Cllr Parnes
	Professional Bodies Used by Woodstock Town Council
	Solicitor: Oxfordshire County Council (ongoing working is being completed by Freeth)
	Property Agent: Breckon & Breckon
	Bank: Unity Trust Bank
	Investments: The Public Sector Deposit Fund managed by CCLA
	Internal Audit – Mulberry and Co (to be changed after Audit of March 2025)
	Payroll Services: KBDR (to be reviewed)
	Insurance – Zurich
	Employment & HR Advisors: Peninsula Ltd *now also involved with Health and Safety*
	Fire Safety Equipment: Chubb Fire (rolling contract)
	Data Protection Officer Service: Satswana Limited (annual contract renewal due 28th May 2025)
	IT Support/Provision: Microshade (Citrix/Emails), NetWise (Website), BT (Broadband & Phones)
	Photocopier: Thames Valley Copiers (contract for 3 years expires Nov 25)
	Tree Management: Boward Trees Ltd, Dowdeswell Forestry Services and Colin Briggs Top Tree
	Weed Control: Complete Weed Control (Town Clerk is looking for an alternative)
	Grass Cutting: N Prickett (3-year contract agreed with annual price increases agreed. Renewal 2027)
	Water Meadow Management Plan: to be reviewed
25/05/17 WTC	**7. Review of Professional Bodies engaged by Woodstock Town Council**

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	The professional bodies currently used by WTC are: a) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth) b) Property Agent – Breckon & Breckon c) Bank – Unity Trust Bank d) Investments – The Public Sector Deposit Fund managed by CCLA e) Internal Audit – Mulberry and Co f) Payroll Services - KBDR g) Employment & HR Advisors – Peninsula Ltd h) Fire Safety Equipment – Chubb Fire i) Data Protection Officer Service - Satswana Ltd j) IT Support/Provision: • Microshade (Citrix/Emails) • Netwise (Website) • BT (Broadband & Phones) k) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25) l) Tree Management: • Boward Trees Ltd • Top Leaf Tree Services m) Weed Control – Complete Weed Control n) Grass Cutting – N Prickett (contract for 3 years expires April 27) o) Water Meadow Management Plan p) Insurance: Zurich Ltd **There were no comments regarding the list of Professional Bodies engaged by Woodstock Town Council.** **The list was noted.**
25/05/18 WTC	**8. Standing Orders, Code of Conduct and Financial Regulations** a) To adopt the Council's Standing Orders (reviewed in May 2023 – previously circulated) **The Council agreed unanimously to adopt the Standing Orders (reviewed in May 2023)** b) To adopt the WTC Code of Conduct (previously circulated) **The Council agreed unanimously to adopt the WTC Code of Conduct (reviewed in 14th June 2022)** c) To adopt the Financial Regulations (reviewed in November 2024 – previously circulated) **The Council agreed unanimously to adopt the Financial Regulations (reviewed in November 2024)** d) To approve the annual list of Direct Debits **The Council approved unanimously the annual list of Direct Debits** e) To approve the annual list of Regular Payments **The Council approved unanimously the annual list of Regular Payments**
25/05/19 WTC	**9. Policies and procedures** a) To consider and adopt council policies that have been updated. The Policies that the Clerk had sent to Satswana had yet to been returned so would be presented at the next appropriate meeting once received. b) To consider other policies that may need reviewing be presented at the next possible meeting **Cllr Grant asked Councillors to contact the Clerk if they felt any other policies needed review.**
25/05/20 WTC	**23. Close Meeting at 7:37pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 20th May 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Addis, Banbury, Cooper, Connolly, Melliss, Parnes, and Wheatley.

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 13

The Mayor informed the Council of Mr Trevor Hendy's passing and stated that she would write a letter of condolence to his wife.

25/05/21 ETC	**1. Apologies for Absence** Apologies were received from Cllrs: Poskitt, Spencer–Churchill, and Szabados
25/05/22 ETC	**2. Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • None received
25/05/23 ETC	**3. Public Participation** **The Mayor adjourned the meeting for Public Participation.** **2 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council on the Solar Panels for the Community Centre • **Speaker 2:** Addressed the Council on the current refurbishment to the existing Drs' Surgery **Meeting reconvened**
25/05/24 ETC	**4. New Drs Surgery** The Mayor referred the matter to the Deputy Mayor for discussion, as she chairs the Drs' Surgery Working Group. The Deputy Mayor provided an update to the Council and the audience, after which the matter was opened for discussion. At 7:14 pm, the Mayor apologised, stating that she was feeling unwell, requested the Deputy Mayor to take over, and left the meeting. The Deputy Mayor took over from the Mayor and continued as Chair of the meeting. **Recommendation from the Drs' Surgery Working Group** *That the Council seek and pay for legal advice as to whether we, as a Council, may explore the provision of a new primary care facility on the former Thames Valley Police site.* **The Council unanimously agreed this recommendation**

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	Recommendation from the Drs' Surgery Working Group *That, should that legal advice be in the affirmative, that Council should explore with Blenheim Estate and, ideally, with the current GP practice, the appointing of a specialist architectural firm to provide a viability study for the provision of a primary care facility on the former Thames Valley Police site.* **The Council unanimously agreed this recommendation** At 7:24 pm, the Mayor returned to the Parlour and apologised to everyone, stating that she was feeling unwell and would not remain for the meeting. The Deputy Mayor continued to chair the meeting. **Motion:** Proposed by Cllr Parnes Seconded by Cllr Connolly *That the Town Council ask of Mr Hughes that he furnish a copy of the report ("report has been submitted which concludes that the police site could not accommodate a GP surgery with room for growth as required by the NHS guidelines"), which he states had been submitted.* Cllr Parnes asked for a named vote For: Cllrs: Parnes, Melliss, Connolly, Banbury, Wheatley Against: Cllrs Addis & Cooper Abstain: Cllr Williams **Motion carried** **Motion:** Proposed by Cllr Parnes Seconded by Cllr Connolly *That the Council should request of West Oxfordshire District Council, and simultaneously file for Freedom of Information disclosures, the specific proportions of the site that were made available for consideration.* Cllr Parnes asked for a named vote For: Cllrs: Addis, Banbury, Connolly, Melliss, Parnes, Williams, Wheatley Against: Cllr Cooper **Motion carried** **Motion:** Proposed by Cllr Parnes Seconded by: None *That the Council request that Blenheim be asked to immediately make the former Thames Valley Police site available for use as a satellite surgery location whether to the existing medical team or any additional medical service providers who may wish to make use of it to alleviate backlogs and strain on services locally; this, at least until such time as new surgery plans are finalised and delivered.* **Motion fell**
25/05/25 ETC	**5. Close Meeting at 7:35 pm**

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Woodstock Town Council
Doctors' Surgery Working Group

Report of the meeting held on 7th May 2025

Present
Cllr Williams (chair), Cllr Grant (Mayor), Cllr Banbury, Cllr Parnes, Stan Scott, Ian Hudspeth

Also, present Cllr Connelly, Cllr Melliss, Cllr Wheatley

Cllr Williams reported back to the group on actions taken and communications received since the previous meeting. These included a response to our Freedom of Information Request to BOB ICB (attached as Appendix A) and the notes of the meeting of the 'Woodstock Doctors' Surgery Steering Group' chaired by Calum Miller MP (attached as Appendix B).

In view of the fact that McCarthy Stone's planning application for old peoples' flats on the former Thames Valley Police Site on Hensington Road has been refused by WODC, it was felt that the Council should be recommended to take the initiative in exploring whether a new primary care facility could not, in fact, be provided on that site, which is central to the town, with all necessary infrastructure already in place.

It is our view that the siting of a primary care facility in the town centre, and which could be designed and built swiftly, is what Woodstock urgently needs and wants, rather than a major medical centre as part of a new development on the edge of the town and several years away.

We would therefore like to submit the following recommendations to Council for their consideration, each to be voted on separately:

1. That Council seek and pay for legal advice as to whether we, as a Council, may explore the provision of a new primary care facility on the former Thames Valley Police site.

2. That, should that legal advice be in the affirmative, that Council should explore with Blenheim Estate and, ideally, with the current GP practice, the appointing of a specialist architectural firm to provide a viability study for the provision of a primary care facility on the former Thames Valley Police site.

Sarah Williams
12th May 2025

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Appendix A

WTC Doctors' Surgery Working Group Meeting 7th May 2025 Report

Freedom of Information Request responses from BOB ICB

a) Previous interactions between the doctors, developers and BOB ICB re a new Surgery for Woodstock

b) Criteria applied by BOB ICB in approving/rejecting particular applications

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a)

FOI 2016 – Woodstock Oxfordshire General Practitioners' Surgery

You asked us	We responded with
1. The business plan for a new surgery on the old Thames Valley Police site submitted to Oxfordshire Clinical Commissioning Group in 2016.	BOB ICB does not hold this information
2. The details of the rejection by NHSE of that business plan.	BOB ICB does not hold this information
3. The PID currently under discussion between BOB ICB, Blenheim Estate, and the Woodstock surgery GPs, under the chairmanship of Calum Miller MP.	The ICB has not yet received a PID. As the meeting was held by Callum Miller's office, we would recommend that you contact Calum Miller's office for copies of the Meeting Notes. Calum Miller is the MP for Bicester and Woodstock.
4. Details of the criteria you will be applying in your assessment of that PID.	We will assess the size of the proposed new development and apply our prioritisation matrix to assess its priority with reference to other proposed projects. (see the matrix attached) The PID will be assessed for Value for Money. This involves the independent District Valuer assessing if any rental costs are value for money. The ICB will then need to consider if the rental value is affordable within the ICB funding envelope.

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b) V3.1- draft V 3.1

CRITERIA AGREED	Measurement	SCORE 0	SCORE 5	SCORE 10	SCORE 15	SCORE 25	SCORE 40	SCORE 75	Other comments	Max Score	Category
Current space is less than needed for the current practice list size	m2 / list size (NHSE 2013 criteria)	Current space is adequate for existing list		Space is currently less than needed in practice (10% to 25 % more is needed)	Space is currently less than needed in practice (26% to 39% more is needed)	Space is currently less than needed in practice (40% to 49% more is needed)	Space is currently less than needed in practice (50% - 99 % more is needed)	Space is currently less than needed in practice (> 100% more is needed)		75	estates drivers max score of 250 (39.4% of total)
Minimum Energy Efficiency Standards/carbon footprint	EPC Rating	B Rating or better	C Rating	D Rating	E Rating	F or G Rating				25	
Addresses where current premises unsuitable/ not fit for delivery of primary care	Oakleaf 6 Facet survey	No C in any facet	1-2 "C" items	3-4 or more C	5 or more C + over crowded				X the number of Practices relocating	45	
Solves a significant Estates resilience issue/ sustainability issue (including no fault owner-occupier to leasehold transition issues)	Significant current lease issues that can't be dealt with on lease renewal/ by reasonable negotiation	No significant current lease issues		No Lease, Lease expiring within 5 years with prospect of being renewed on unfavourable terms or with no security of tenure					X the number of leases relocating	30	
Project deliverability (positive)	Planning and legal constraints/risks	planning and other development risks deemed significant and no development partner			Practice financial commitment with Developers on board		clear and rapid deliverability	clear and rapid deliverability with narrow window of opportunity to develop		75	
Fits with ICB strategy for sustainable primary care - working at scale	**Projected** list size (taking into account population growth)	Practice < 8000 list size	Practice/ combined Practice 8001 to 12000		Practice/ combined Practice 12001 to 20000	Practice/ combined Practice 20001 to 30000	Practice/ combined Practice > 30000			40	population drivers max score of 190 (30.0% of total)
Provides required capacity in areas of population growth and where current space is less than needed for the **anticipated** practice list size	Population growth to 2031 as % of current population	No discernable population growth until 2031	Practice population likely to grow by 5 - 15%		Practice population likely to grow by 16-22%	Practice population likely to grow by 23-30%	Practice population likely to grow by 31% to 40%	Practice population likely to grow by >40%		75	
Practice in an area of high deprivation	% of practice list in lowest 20% IMD	<2%	2.01 to 10%	10.01 to 20%	20.01 to 40%	>40 %			X the number of practices relocating	75	
Previous priority for Commissioner	In previous Estates Strategies or with priorities identified?	NO				YES (no PID or Business Case previously submitted)	YES (PID or Business Case previously submitted)			40	strategic fit max score of 195 (30.7 % of total)
Supports whole system estate development where relevant eg: One Public estate/colocation with other NHS services	A development sympathetic to ICS aims/ principles	NO - isolated project (just GMS space)				Supports 2+ NHS organisations working together	Supports 2+ NHS organisations working together, and is an OPE/ Local Authority Project			40	
Supports practices colocating, sharing space and facilities and conducive to practice mergers now or in the future - to include consideration of distance from other health services and public transport network	Supports practices co-locating, resulting in more services/better access	Delivers solution for only one practice building				Delivers solution for two practices or practice buildings	Delivers solution for three or more practices or practice buildings			40	
Makes optimumal use of available infrastructure funds	Developers contributions or NHS capital funding	Capital funding available to build (NHS E and/or Developer contributions)	No funding available	Funding available to abate rent by 10% or less	Funding available to abate rent by 11 % to 24%	Funding available to abate rent by 25 % to 40%	Funding available to abate the rent by 40 % to 55%	Funding available to abate rent by >55%		75	
		SCORE 0	SCORE 5	SCORE 10	SCORE 15	SCORE 25	SCORE 40	SCORE 75	Other comments		
									TOTAL	**635**	

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Appendix B

Notes of Woodstock Surgery Steering Group Meeting 27th March 2025

Woodstock surgery meeting 27th March 2025

Calum thanked everyone for reconvening and their work since the last meeting. Andy shared a request from the Town Council for a member to attend the group meetings. Calum recalled that the current group was composed of the stakeholders who had responsibilities and/or potential decision-making powers in the development of a new surgery. These stakeholders had been represented at the public meeting convened by the Town Council in November 2024 and asked by the Town Council to develop a proposal. Minutes were being prepared and shared with the Town Council and local residents after each meeting so that they were fully aware of the discussions. All attendees agreed with continuing this approach. Andy shared a request from the Town Council for the Project Initiation Document (PID) to be made public. The meeting agreed that this would not be possible as it was a commercially sensitive document. Non-confidential elements could be included in the minutes.
Calum stated that the purpose of the meeting would be to brief everyone present on the key elements of the draft PID and then to identify the options for funding, clarifying any certainties and uncertainties so that further work can take place before the next meeting which will look to confirm the way forward.

PID briefing
An overview of the draft PID was presented to the meeting. The draft PID has specified that the surgery currently has 9,731 patients with the expectation that this will rise to12,000 by 2035. The Surgery boundary covers an area of 80 miles^2 covering Woodstock and 36 surrounding villages. The Surgery currently houses 20 clinical staff and 10 administrative staff. The building is 55 years old with clinical rooms varying in size between 3.9 and 11m^2 against a modern specification of 16m^2. It is currently 68% undersized.
The new space detailed in the draft PID is designed to be flexible in design allowing new outreach clinics such as cardiology and ultrasound, a changing places shower & WC and 45 parking spaces. It will also provide sufficient space to enable the surgery to follow 'Care Closer to Home' principles and become a training practice.
The ICB confirmed that there were no surprises in the draft PID however, there was a need to review the proposed gross internal area figure noting that the figure included in the PID was a rough ballpark figure. There is various guidance available to calculate the area. This will be applied to the specification provided by the GPs, whilst allowing for anticipated population growth.

The next step is for the PID to be formally submitted to the ICB for consideration.

Locations
It was questioned whether there was any preference between the locations. It was confirmed that the only difference was that one had planning permission and the other would be being submitted in 2-3 weeks. Both would then need to go through the detailed planning process. The ICB confirmed that there were no issues in terms of the fact that one site is in Cherwell and the other in WODC.
Roger stated that he was aware of the rumours circulating around the potential purchase of the Owen Mumford site. He hoped to be able to comment publicly by the end of April. There was a meeting on 26th March to determine whether the Cherwell Local Plan could now go through to the next stage of the process, but the outcome was not yet known.
In response to a question on whether the Hill Rise site might be another option, it was confirmed that the access roads were already in at Hill Rise and substantial work would commence within the month so it would not be possible to amend the plans there.
Planning timeline: ICB to consider PID and take decision on funding.
All parties to ensure that financial model is viable.
Subject to this
Blenheim to work up detailed planning applications (6 months) Planning process with Cherwell / WODC (13 weeks – 3 years; allow 6 months)
Surgery to be brought forward to start of development and built (1 year)
The opinion was that both sites could be worked to be comparable in terms of time. It was agreed that we await an update on the local plan so will therefore consider final location at the next meeting.

Funding
The ICB has responsibility for contributing to the accommodation cost that the GPs pay. The level of this is set by the district valuer. ICB can only fund the primary medical care service element - anything in addition to this will require additional funding. The district valuer will determine value for money and the ICB then will need to consider affordability.

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The typical structure is for the GPs to take out a long lease with the ICB providing reimbursement for the primary medical care service space. The variables involved are landowner ownership / valuation, build costs, post build property ownership and ongoing future income. However, there are other options such as Blenheim selling the land to allow someone else to come in and build / manage the premises or another party taking a capital stake in the building. The ICB confirmed these funding models but stated that it was increasingly difficult to locate third party investors due to the uncertain return on investment. As the rental value is determined by the district valuer, there is often a big gap between current valuations and actual costs. Rising building costs and BREEAM requirements are not helping bridge the gap. S106 funding could help to offset the capital investment making the rental value less. It was confirmed that s106 funding could be spent in a different council area because it is allocated by councils to the ICB as long as it was to meet the needs of the new population as a result of housing developments.

It was agreed that a full independent financial viability assessment was required to market-test the figures and look to deliver the surgery as efficiently as possible. Blenheim suggested that any shortfall could be funded by reductions in affordable housing or reductions in other s106 contributions. It was questioned whether there was also an option to look at the margins around density or building type. This is governed by the housing mix specified by the Councils so could, potentially, be a variable.
Revenue is either supplied 100% from the ICB or from the ICB plus others. The GPs confirmed that they did not want to have anything else on site other than a health centre. It was stated that whilst this worked well in cities, there was less scope in rural communities where it was rare to find a practice being subsidised by other activities.

Calum thanked everyone for their shared commitment to moving the project forward.

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 27th May 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Cooper, Connolly, Melliss, Parnes, Poskitt and Wheatley.

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 7

25/05/26 WTC	**1. Apologies for Absence** Apologies were received from Cllrs: Addis, Spencer–Churchill, and Szabados Cllr Parnes joined the meeting at 7:02 pm
25/05/27 WTC	**2. Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • Item 7: Cllr Cooper declared an interest as member of WODC Uplands Committee • Item 7: Cllr Poskitt declared an interest as member of WODC Uplands Committee • Item 15: Cllr Connolly declared an interest as he lives by the Water meadow
25/05/28 WTC	**3. Public Participation** **The Mayor adjourned the meeting for Public Participation.** **2 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council on the Solar Farm Community Benefits • **Speaker 2:** Addressed the Council on the New Drs' Surgery **Meeting reconvened**
25/05/29 WTC	**4. Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 8th April 2025. • The minutes from Tuesday 8th April 2025 were agreed as an accurate record of the meeting with no amendments. b) Draft Minutes of the Extraordinary Town Council meeting held on Wednesday 16th April 2025. • The minutes from Wednesday 16th April 2025 were agreed as an accurate record of the meeting with agreed amendments. c) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 6th May 2025. • The minutes from Tuesday 6th May 2025 were agreed as an accurate record of the meeting with agreed amendments. d) Draft Minutes of the Town Council Annual meeting held on Tuesday 13th May 2025. • The minutes from Tuesday 13th May 2025 were agreed as an accurate record of the meeting with agreed amendments. e) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 20th May 2025.

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	• The minutes from Tuesday 20th May 2025 were agreed as an accurate record of the meeting with no amendments.
25/05/30 WTC	**5. Mayor and Clerk's Report** a) To receive an oral report from the Mayor. • At the meeting on 8th April, we asked the Clerk to look into contracts for oiling the gates at the Lawn Cemetery. Rachel, our Administrative Assistant, kindly volunteered to take this on and has done an excellent job. They look really good, so I would like to thank her. b) To receive an oral report from the Clerk. • Nothing to report.
25/05/31 WTC	**6. County and District Councillors Reports** a) To receive an oral report from OCC Cllr Andy Graham • Looking into Cycle rack removal. • Woodstock local Cycle and walking Cabinet met on 28th April 2025 working on making sure there will be funding (50 mile radius). • A survey of Cadogan Park area with busses taking a short cut and parking issues will be carried out in the next couple of months. • OCC discussing new library possibly on the old site in Hensington Road. Cllr Graham remarked this site is a mess and something needs to be done. • His discretionary fund of £10,000 is open for applications, this is not a lot of work and can easily be applied for. Woodstock Communal Garden had already received £500 which is the minimum amount to apply for. • 2 meetings are scheduled for the Steering Group for the new surgery and I will email the Clerk the dates. • Cllr Graham addressed the Council and took questions. - Cllr Parnes asked why nothing has been done regarding the flooding at Bens Close. - Cllr Graham replied that this work is more complicated as the land that abuts Bens Close is Blenheim related. OCC had forward planned to clear 130,000 grills. - Cllr Parnes asked what percentage of the TVP site was considered for a new Drs Surgery. - Cllr Graham replied he thought the whole site but would check. c) To receive an oral report from District Cllrs Cooper and Poskitt. • Cllr Cooper and Cllr Poskitt took questions. - Cllr Parnes noted that the timescale for implementing cold-water swimming was twice as long as that for the heated pool facility. - Cllr Poskitt commented that the pool currently operates at a loss, and the proposal was seen as a good idea to help address this issue.
25/05/32 WTC	**7. Planning** Cllr Poskitt left the meeting at 7:32 pm To consider the Councils response to the following consultations and applications: • Ref: 25/01104/HHD Location: 21 Youngs Way Woodstock Oxfordshire Description: Conversion of loft with installation of two dormers to front elevation. **The Council had no objection to this application** Cllr Poskitt rejoined the meeting at 7:34 pm
25/05/33 WTC	**8. Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th April 2025. **The Council unanimously agreed for the Deputy Mayor to sign the Bank reconciliation for the period ending 30th April 2025. The Deputy Mayor duly signed the reconciliation.** b) To note the Payments Report for April 2025 (Total £95,980.45 including VAT) **Noted** c) To note the Receipts Report for April 2025 (Total £138,592.90 including VAT) **Noted** d) To note the Cost Centre Report for April 2025 **Noted**

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25/05/34 WTC	**9. Property** To receive the property report for May 2025. **Noted**
25/05/35 WTC	**10. Lawn Cemetery Benches and Plaques** To receive a report from Cllr Grant Cllr Grant gave a short overview about the 5 new benches agreed by Council in the Lawn Cemetery and informed the Council that several residents have approached the Office wishing to purchase a Brass Plaque to be placed on one of the benches in memory of a loved one. **Motion:** Proposed by Cllr Grant Seconded by Cllr Williams WTC agrees for: *a) Small brass memorial plaques to be available for purchase in memory of a loved one to be placed/screwed on the top back of new benches in the Lawn Cemetery.* **Decision:** **The Council unanimously agreed the motion** *b) Any profit made will be set against the cost of the benches.* **Decision:** **The Council unanimously agreed the motion** *c) The size of the plaques will be all the same and the number of letters available determined by the agreement with the supplier.* **Decision:** **The Council unanimously agreed the motion** The Clerk will produce a Policy and costing will be sought by the Councils administration assistant Both the Policy and costings will be submitted at the June Council meeting for agreement with suggested charge for the purchase of plaque and fitting.
25/05/36 WTC	**11. New Drs' surgery** a) To receive any further information from Cllr Williams. Under Standing Order 5 b) iii The council can dissolve a working group at any time The Mayor asked the Council's opinion on dissolving the Drs' Surgery Working Group due to the Council agreeing to the financial implications, whether to dissolve the group and bring all further information to the full Council. After a short discussion a vote was taken Vote 4 Votes: To dissolve the Working Group. 5 Votes: To continue the Working Group **Decision: The Drs' Surgery Working Group would continue** Due to there already being four councillors on the group and two new councillors would make six, the Mayor felt this was not appropriate as the group would then be 50% of the Council and could possibly place her as Mayor with the compromising position of having a casting vote at full Council and could be defined as a predetermining decision on her part so she stepped down from the group to make room for the two new members, making the membership five councillors. **Motion:** Proposed by Cllr Connolly Seconded by Cllr Melliss WTC agrees that: *Cllrs Connolly and Melliss become members of the New Drs Surgery Working Group* **Vote:** For: 8 Against: 0 Abstain:1

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	Cllrs Connolly and Melliss declared members of the working group
25/05/37 WTC	**12. Dog Waste Bins** To receive a report from Cllr Parnes Cllr Poskitt will present a list of new companies that can supply bins and a list of the new bin's location on the next Council meeting. **Motion:** Proposed by Cllr Parnes Seconded by Cllr Grant *Woodstock Town Council recognises that: 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 Council unanimously agreed the motion** Cllr Connolly left the meeting at 8:03 pm
25/05/38 WTC	**13. GDPR Audit – clarification for Woodstock and Bladon News** Cllr Connolly rejoined the meeting at 8:05 pm To receive a report from Cllr Parnes **Motion:** Proposed by Cllr Parnes Seconded by Cllr Grant *Woodstock Town Council instructs the Clerk to clarify the correct status of the GDPR audit work and correct status and compliance to the Woodstock and Bladon News in relation to what was published in the May 2025 edition about the GDPR Audit.* **Vote:** **For: 5 (Cllrs Parnes, Grant, Connolly, Williams, Wheatley)** **Against: 4 (Cllrs Banbury, Cooper, Poskitt, Melliss)** **Motion carried**
25/05/39 WTC	**14. Removal of barbed wire at edge of footpath between Hedge End and Park View.** To receive a report from Cllr Poskitt **Motion:** Proposed by Cllr Poskitt Seconded by Cllr Williams *WTC seeks estimates to deal with the most intrusive area of wire in the 'no-man's land' part of the path in order to remove a potential risk for health and safety of residents.* **The Council unanimously agreed the motion**
25/05/40 WTC	**15. Environment** To receive a report from the EWG and discuss recommendations there in The Chair of the Environmental Working Group Cllr Wheatley informed the Council that most of the recommendations are in progress
25/05/41 WTC	**16. Exclusion of Press and Public** Proposed by Cllr Grant Seconded by Cllr Williams

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	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. **The Council unanimously agreed to go into a confidential session**
25/05/42 WTC	**17. Confidential** a) Staffing. ▪ To receive an oral update from the Clerk. The Council was made aware an unacceptable incident that occurred on 16th May 2025 and further actions will be considered. ▪ Water Meadow and Cemetery Warden Job Role. - The Council has agreed to advertise a new role for a Water Meadow and Cemetery Warden, to be offered on a zero-hours contract (SPC 7). - The Council has agreed to advertise the position of Head Caretaker, contracted at 37 hours per week (SCP 5-7). b) Volunteers. ▪ Nothing to report.
25/05/43 WTC	**18. Close Meeting at 8:45 pm**

APPROVED

Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 24th June 2025

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Addis, Banbury, Cooper, Connolly, Melliss, Poskitt, Szabados and Wheatley.

In Attendance: Town Clerk: Valentin Lavdakov

OCC: Cllr Andy Graham

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 8

25/06/01 WTC	**1. Apologies for Absence** Apologies were received from Cllrs: Parnes and Spencer–Churchill
25/06/02 WTC	**2. Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • Item 7 a), b), c), d), and f) : Cllr Cooper declared an interest as member of WODC Uplands Committee • Item 7 a), b), c), d), and f) Cllr Poskitt declared an interest as member of WODC Uplands Committee • Item 7 f): Cllr Banbury declared an interest as he live close by 10 Hensington Close
25/06/03 WTC	**3. Public Participation** **The Mayor adjourned the meeting for Public Participation.** **2 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council on the Botley West Solar Farm • **Speaker 2:** Addressed the Council with regards to Item 7 a) **Meeting reconvened**
25/06/04 WTC	**4. Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 27th May 2025. • The minutes from Tuesday 27th May 2025. The following amendments were agreed: o Page 2: 25/05/30 WTC first line, change Loan to read Lawn 25/05/31 WTC A0 Change OOC to OCC o Page 3 add the words Under Standing Order 5 b) iii The council can dissolve a Working Group at any time The Mayor asked the Council opinion on dissolving the Drs' Surgery Working Group due to the Council agreeing to the financial implications, whether to dissolve the group and bring all further information to the full Council.

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	After a short discussion a vote was taken Vote 4 Votes: To dissolve the Working Group. 5 Votes: To continue the Working Group **Decision: The Drs Surgery Working Group would continue** The Mayor did not sign these minutes as an accurate record due to a query that the Clerk will clarify
25/06/05 WTC	**5. County and District Councillors Reports** a) To receive an oral report from the Mayor Last week we had our 24/25 Annual Internal Audit. This resulted in great praise from the Internal Auditor who found no faults with the audit and said a great improvement on last year. We are lucky to have our Town Clerk Valentin who very kindly stepped in to the role of RFO temporarily, our Admin Assistant Rachel who collated the necessary documentation and one of our former RFO Rachel Johnson who very kindly agreed to mentor Valentin and be on hand as a consultant if necessary. I think, you will all agree that we are very fortunate to have Valentin, who we must appreciate, has, once again gone far beyond his duty as our Clerk, willingly tackling tasks that he comes up against, and there are many. We need to treasure his values and work to give him as much help and support as necessary ensuring his contentment in the work place. I'm sure I speak for us all when I say many, many thanks Valentin and please pass on our grateful thanks to both Rachel's that I'm sure have been invaluable to you. Valentin also often stands in for the Caretaker. Please join me in a round of applause in appreciation of our Town Clerk which he whole heartedly deserves. **The Council unanimously applauded the hard work of the Staff** b) To receive a report from the Clerk The Clerk informed the Council that a late quote had been received for the removal of the barbed wire from the edge of the path between Hedge End and Park View **Recommendation:** *The Council agree the quote of £478 + VAT to cut back the over growth remove the barbed wire as a matter of urgency due to H & S* **The Council unanimously agreed the recommendation**
25/06/06 WTC	**6. County and District Councillors Reports** a) To receive an oral report from OCC Cllr Andy Graham • The flooding survey had been completed and he had sent it to the Clerk that morning. • The resurfacing of rounds Banbury Road and park of A 44 with white marking yet to be done. • An overview of the meeting of the Steering Group meeting regarding the Drs' Surgery b) To receive a report from WODC Councillors Cooper and Poskitt • Cllr Grant asked Cllr Cooper if he had any news on the placement of about the Air Ambulance Collection Bin. • Cllr Cooper said he has not has a reply from WODC and would look into it. • Cllr Grant spoke about complaints she had received about the volume of noise from Nocturne at Blenheim on Sunday evening (complete with recordings) and noted that WODC agree the noise levels that are acceptable but asked if they had any further input when the event was in progress such as the actual noise level being heard by surrounding residents as the wind was so strong on Sunday carrying the noise level well to the outskirts of the town.

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	• Cllr Cooper said they should do. **Hensington Road Changes to Parking limits** Cllr Grant had circulated notes of the meeting with WODC regarding the possible changes to the Hensington Road Car Park, parking duration limits and requested that Councillors conveyed this to residents and brought their attention to the Survey that would be online or by letter to the post address available.
25/06/07 WTC	**Planning** To consider the Councils response to the following consultations, applications and appeals: a) Ref: 25/01211/HHD Location: 29 Oxford Road Woodstock Oxfordshire Description: Proposed first floor rare extension **The Council agreed to submit to WODC that the proposed extension was overpowering** b) Ref: 25/01057/HHD Location: 10 Park Lane Woodstock Oxfordshire Description: Repair and replacement of roof structure, dormer windows and part of second floor **The Council had not objection to this application but pointed out that there was no Conservation Officers report included** c) Ref: 25/01291/HHD Location: 36 Blackberry Way Woodstock Oxfordshire Description: Conversion of loft space with construction of rear dormer **The Council had no objection to this application** d) Ref: 25/01319/LBC Location: Feathers Hotel 16-20 Market Street Woodstock Description: Addition of 2 flag poles and flags **The Council had no objection to this application** e) Ref: 14/02004/OUT Location: Land South Of Perdiswell Farm Shipton Road Shipton On Cherwell Description: Outline planning application for the erection of up to 500 dwellings and commercial floorspace (Use Class E) with associated access, open space and infrastructure - All Matters Reserved except for Access The Mayor asked for a show of hands as to how many councillors objected to the application **The Council unanimously agreed that they objected to this application** The discussion turned to the objection the council wished to submit. • It was agreed unanimously to give delegated power to Cllr Poskitt, Cooper, Connolly and Wheatley together with the Clerk would work with the Clerk to produce the objection document to the application • Councillor were requested to emailing in their input for consideration • The completed document be circulated to all councillors for any comments. • Once completed to be submitted to Cherwell District Council f) Appeal Ref: APP/D3125/D25/3365914 (enclosed) Location: 10 Hensington Close Woodstock Oxfordshire Description: Demolition of existing garage, conservatory and rare single storey building, and construction of side/rear extension (part retrospective) Original Application Number: 25/00074/HHD **The Council noted this appeal notification and did not wish to withdraw their previous Comment being at the meeting of 3rd February 2025 WTC had no objection to this application**

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25/06/08 WTC	**8. Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st May 2025. **The Council unanimously agreed for the Mayor to sign the Bank reconciliation for the period ending 31st May 2025. The Mayor duly signed the reconciliation.** b) To note the Payments Report for May 2025 (Total £24,652.96 including VAT) • Cllr Poskitt queried the 3 payments to the VE Day (Singers) • The Mayor said the reason for 3 payments was that there were actually 3 individual singers • Cllr Wheatley asked about the Christmas Light payment • The Clerk replied that this was a late payment for Christmas 2024 due to not receiving an invoice **The Payments Report was noted** c) To note the Receipts Report for May 2025 (Total £2,399.41 including VAT) **Noted** d) To note the Cost Centre Report for May 2025 **Noted**
25/06/09 WTC	**9. Final Audit Report** To receive and sign the report from the Internal Audit for Financial Year Ended 31st March 2025 – Final Report and AGAR The Council received the Auditors report for 24/25 end of year Audit. **There were no questions** **The Council unanimously agreed for the Clerk and Mayor to sign Section 1 of the Annual Governance Statement (AGAR)** **The Mayor and Clerk duly signed section 1 of the AGAR** **The Council unanimously agreed for the Clerk and Mayor to sign Section 2 of the Annual Governance Statement (AGAR)** **The Mayor and Clerk duly signed section 2 of the AGAR**
25/06/10 WTC	**10. Property** a) To receive and note the property report for June 2025 **<u>Park Street – External Redecorations Rear & Side Elevation</u>** This work is now complete. We have obtained a quote for replacing the asbestos gutters to the rear of the properties. This is in the region of £4,000-£4,500 plus VAT (quote to follow) including asbestos removal. • **Due to this being over £100 0 mores quotes will be sought** • **<u>Market Street – External Redecorations to flats Front and Rear</u>** This work is nearing completion and has gone well. The windows on 4a Market Street, particularly on the front elevation of the property are coming to the end of their life and replacement should be planned prior to the next redecorations in 5 years' time. **To be consider** in 26/27 Budget this could be increased over 5 years we could have a running total starting at £3000 and add to this each year up to say £15,000 over 5 years **Cllr Cooper will bring this to the November 2025 budget meeting** **<u>Woodstock Town Hall</u>** Breckon & Breckon have forwarded the quote for specialist blinds for the office in the sum of £1,016.50 plus VAT and await formal instructions to proceed.

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	Recommendation *WTC agrees to the fitting of new blinds in the admin office at a cost of £1016.50 + VAT* **The council unanimously agreed to this recommendation** Breckon & Breckon have forwarded a quote for the restoration of two fireplaces in the sum of £1,920 and £940 plus VAT. The quotes are for a light clean and some repair work sympathetic to their age and keeping their character. **Recommendation** *WTC agrees to the restoration of the fireplace in the Assembly and the one in the kitchen at the cost of £2860 + VAT* **The Council unanimously agreed to the recommendation** **Action** The Clerk will check if there is any Listed Building consent needed before the work is carried out **<u>24 Market Place</u>** Breckon & Breckon have agreed a new lease with Luxury Pool Tables for a further 3 years at an increased rent of £10,750 pa (existing rent £9.600 pa). Their existing lease expires on 31st July and Breckon & Breckon seek the Council's instructions to instruct the solicitors to draft a new lease. **Recommendation** *WTC agrees to Breckon and Breckon instructing the OCC solicitor to draft a new lease* **The Council unanimously agreed to the recommendation** b) To receive notes from Cllr Cooper **(Noted)**
25/06/11 WTC	**11. Bins** To receive a report from Cllr Poskitt The Council agreed unanimously to the **principle** of placing new rubbish bins in 4 new sites 1. Near the Park View eastern (towards Oxford) bus shelter 2. Marlborough Estate near Samson's Lane 3. The Hill Rise bus shelter (Hill Rise side) 4. The New Road entrance to the New Road Playground This will depend on cost **The Council agreed for the Clerk sourcing costs from both WODC and Shield for the cost of new bins, installation and the emptying of all bins in Woodstock**
25/06/12 WTC	**12. Community Centre Solar Pannels** To receive a report from the Clerk The Clerk reported on the progress of the Solar Panels for the Community Centre. The 2 quotes received covered different specification. The asbestos content of the tiles would need a survey for H&S handling and disposing of asbestos. The possibility of a new roof may evolve. Cllr Banbury said he would like to understand the financial benefits of solar panels.

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25/06/13 WTC	**13. Memorial Bench Plaques** a) To receive quotes for Memorial Bench Plaques at the Cemeteries **The Council unanimously agreed the cost of purchasing a Commemorative plaque to be placed on the newly installed benches at the Lawn Cemetery, including the admin and fitting charge would be £100. The lettering to be in capitals and all the same size.** b) Memorial Bench Plaques Policy **The Council unanimously agreed to adopt the Memorial Bench Plaque Policy**
25/06/14 WTC	**14. Carpet cleaning in the Town Hall** To receive quotes for cleaning the carpets in the Assembly Room, Kitchen and Room 13 at the Town Hall. The Council consider the 4 quotes and agreed the specification form from Company D Low moisture Carpet cleaning was the most suitable for the Town Hall carpets **Recommendation** *WTC accepts the quote of Company D to the sum of £428.40 including VAT for cleaning the carpets in the Assembly Rom, Kitchen and Room 13* **The Council unanimously agreed to accept Quote D (Grimebusters Ltd) to the amount of £428.40 including VAT**
25/06/15 WTC	**15. Policies and procedures** To receive and adopt the following enclosed policies and procedures a) Lone working policy **The Council unanimously agreed to adopt the Lone Working Policy** b) Violence and Aggression Policy **The Council unanimously agreed to adopt the Violence and Aggression Policy** c) Privacy Policy (to be found on the Council's website) **The Council unanimously agreed to adopt the Privacy Policy** d) Cookie Policy (to be found on the Council's website) **The Council unanimously agreed to adopt the Cookie Policy**
25/06/16 WTC	**16. New Drs' Surgery** To receive an oral report from Cllr Williams Cllr William gave an oral report copy attached as an appendix 1 to these minutes
25/06/17 WTC	**17. Disability Access** To receive a report from Cllr Melliss **Motion: Proposed by Cllr Melliss** **Seconded by Cllr Grant** a) *Woodstock Town Council supports the aim of Woodstock becoming a disabled friendly Town.* *b) To liaise with businesses to ascertain if they have agreed exception for disabled to give the Council better understanding of the 2010 Equalities Act and its requirements* *c) Request the Clerk/Staff to research any available grant support for businesses to make reasonable adjustments to their premises to provide access for wheelchairs and mobility vehicles.* Cllr Melliss spoke to the first part of the motion

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	Cllr Grant reported that the Clerk had been looking into disability access and it was not within WTC remit but West Oxfordshire District Council and Oxford County Council Cllr Grant suggested an amendment Part a) be changed to read a) *Woodstock Town Council supports the aim of Woodstock becoming a disabled friendly Town and work with WODC and OCC to achieve this* *Parts b) and c) be deleted* Cllr Melliss agreed to this amendment The amended motion *Woodstock Town Council supports the aim of Woodstock becoming a disabled friendly Town and work with WODC and OCC to achieve this.* *Was put to the vote* **The Council unanimously agreed the amended motion**
25/06/18 WTC	**18. Cover for the Clerk's Annual Leave** To appoint a Proper Officer in the Clerk's absence. The Mayor reported the Clerk would be on annual leave in August and there may be a need for an Urgent Planning Committee meeting. Local Government act 1972 states: The law does not specifically say who calls a meeting if the proper office is absent but best practice if for the Chair of delegated officer to act on their behalf. The Mayor asked for the council to agree that for her to sign Agendas in the Clerk absence. The Council unanimously agreed to the Mayor, signing Agendas in the Clerks absence.
25/06/19 WTC	**19. Exclusion of Press and Public** Proposed by Cllr Grant Seconded by Cllr Addis 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. **The Council unanimously agreed to move into confidential session**
25/06/20 WTC	**20. Confidential** Staff matters updates The Clerk informed the Council that he had appointed an Environmental and Cemetery Warden for the Water Meadows and Cemeteries and would be compiling his contract. Cllr Szabados said he hoped that the Violence and Aggression Policy as paid attention to as the Clerk has been under a lot of strain/pressure recently.
25/06/21 WTC	**Close Meeting at 8:57 pm**

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Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting held in the Town Hall, Woodstock on Tuesday 22nd July 2025

Cllrs Present: Cllrs Grant (The Mayor), Williams (Deputy Mayor), Addis, Banbury, Cooper, Connolly, Melliss, Parnes and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov
OCC: Cllr Graham

Chair of the meeting: Cllr Grant **Members of the Public** 12

25/07/01 WTC	**Apologies for Absence** Apologies for absence were received from Cllr Poskitt *who had unfortunately had a nasty fall and broken her hip. She has had a hip replacement and is doing well* Cllr Szabados, Cllr Spencer Churchill
25/07/02 WTC	**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 Item 7 Cllr Cooper as member of Uplands Sub Committee WODC Item 12 Cllr Connolly as he lives adjacent to the Water Meadows
25/07/03 WTC	**Public Participation** **The meeting will be adjourned at this point** **3 members of the Public addressed the meeting** **Speaker 1.** Addressed the Council on the Solar Farm Community Benefits **Speaker 2.** Addressed the Council on item 18 on the Agenda **Speaker 3**. Asked the progress of Solar Panels for the Community Centre Cllr Cooper stated this was in the Property Program **Meeting reconvened**
25/07/04 WTC	**Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 27th May 2025 As there had been a query on minute 25/05/25 at the meeting of Tuesday 24th June the Mayor did not sign the minutes as an accurate record at this time as the Clerk would need to check the entry. These minutes were represented and the Council agreed that the entry under Minute 25/05/36 Vote: For 4 Against 4 Abstain 1 and been inadvertently recorded was removed **The draft minute of Tuesday 27th May 2025 were then agreed as an accurate record including the previous amendments agreed at the meeting of Tuesday 24th June** b) Draft Minutes of the Town Council meeting held on Tuesday 24th June 2025

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	The minutes of Tuesday 24th June 2025 were agreed as an accurate record with agreed amendments
25/07/05 WTC	**Mayor and Clerks Reports** a) To receive an oral report from the Mayor The Mayor reported on the Mock Mayor Saturday 19th July 2025 Due to this event clashing with another commitment I had I was unable to attend and unfortunately Cllr Williams my deputy was also unable to attend. I did email out to all and ask for a volunteer to stand in for me put unfortunately had no takers. I did send apologies to the organisers via email to Mr. Creasey with good wishes for a great event and hoping the weather would be kind' though the forecast was not great. b) To receive a report from the Clerk **Flag for Armed Forces Day** A new flag for Armed Forces Day was ordered to replace the previous one, which had been damaged due to strong winds, as it was made from thin polyester. The new flag measures 2.4 m x 1.5 m — the same size as the other three flags owned by the council — and is made from a more durable fabric. The cost of the new flag is £328.00 + VAT **Chair from the Parlour** One of the chairs in the parlour was damaged and, due to health and safety concerns—as well as the need for it during weddings—it has been sent for repair. The cost of the repair is £130 excluding VAT. **Japanese Knotweed** Complete Weed Control has agreed to treat the additional areas in the town affected by Japanese Knotweed—areas not included in the original scope of work—at a rate of £20 per visit. **Hiring Charges** The policy for requesting returnable damage deposits from users of the Town Hall and Community Centre (item 15 f) from the agenda), as approved by the Council under resolution WTC/203/11, is to be re-adopted and incorporated into the hiring charges. The updated policy includes that all rubbish must be removed by the hirer by the end of the booking and that a charge will be deducted from the damage deposited if any rubbish is left on the premisses. **Council agreed to this amendments** **CCLA** The fund invested in CCLA is not covered by the FSCS, it does though have a 'AAAmmf' credit rating by Fitch, the highest possible credit rating. FSCS protection relates to CCLA (as the Manager), may pay fair compensation on eligible claims arising from its negligence or error in the management and/or administration of the Fund. **Clerk to follow up** **American Independence Day 4th July 2026** A request has been received from the SOFO Museum, which is currently planning its programme for next year. In connection with the 250th anniversary of American Independence, the museum is considering marking the occasion in the Town Square, following a similar format to the VE Day event. **The Council vote was as follows: For: 2, Against: 4, Abstain: 3** **The Council will not be involved with this event** Cllr Williams left the meeting at 7.30pm as she was feeling unwell.
25/07/06 WTC	**County and District Councillors Reports** To receive reports from a) OCC Cllr Andy Graham

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	Cllr Graham gave an oral report on Junction at the Duke of Marlborough Traffic Advisory meeting His individual objection to the Cherwell Kid 1 planning application Congestion Air Quality Survey Pharmaceutical Survey for our area 'What we need Cllr Parnes asked: Regarding the TAC meeting Agenda. b) WODC District Cllr Cooper and Cllr Poskitt **There were no question to District Councillor Cooper**
25/07/07 WTC	**Planning** To consider the Councils response to the following consultations, applications and appeals: a) Ref: 25/01510/OUT Location: Land South Of Perdiswell Farm, Shipton Road, Shipton On Cherwell Description: Outline planning application for the erection of up to 500 dwellings and commercial floorspace (Use Class E) with associated access, open space and infrastructure - All Matters Reserved except for Access Planning application: 25/01510/OUT - Planning register | Planning register | Cherwell District Council **The Council agreed unanimously for the objection document to be submitted to Cherwell District Council and gave thanks to Cllr Wheatley for the immense work he had put into this document with input from other Councillors** b) Ref: 25/01424/S73 Location: Cromwells House 28 High Street Woodstock Description: Variation of condition 2 permission 25/00444/HHD to allow amendments to approved plans Town and Country Planning Act **The council had no objection to this application** c) Ref: 25/00444/HDD Location: Cromwells House 28 High Street Woodstock Description: Removal of garage and single storey rear extensions. Erection of replacement garage/outbuilding and single storey rear extensions, replacement fenestration, installation of air conditioning unit and internal alterations. Town and Country Planning Act **The council had no objection to this application** d) Ref: 25/01423/LBC Location: Cromwells House 28 High Street Woodstock Description: Removal of garage and single storey rear extensions. Erection of replacement garage/outbuilding and single storey rear extensions, replacement fenestration, installation of air conditioning unit and internal alterations. Planning (Listed Building and Conservation Areas) Act **These applications are in or affecting the Woodstock Conservation Area**.

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	The council had no objection to this application e) Ref: 25/01408/ADV Location: Feathers Hotel 16 - 20 Market Street Woodstock Description: Addition of 2 flag poles above the hotel entrance (retrospective) The Town and Country Planning (Control of Advertisements) (England) Regulations **The council had no objection to this application** f) Ref: 25/01361/HHD Location: 23 Union Street Woodstock Oxfordshire Description: Demolition of rear lean-to extension/conservatory and erection of single storey extension with flat roof. Conversion of garage to create additional living space. Town and Country Planning Act **The council agreed to object to this application with regard to the conversion of the garage to living space. The repurposing of the garage space would leave this residence without any private parking facilities, in area where parking is at a premium.**
25/07/08 WTC	**Finance.** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th June 2025 (enclosed) **The Council unanimously agreed for the Mayor to sign the bank reconciliation for the period ending 30th June 2025. The Mayor duly signed the reconciliation** b) To note the Payments, Report for June 2025 **Noted** c) To note the Receipts Report for June 2025 **Noted** d) To note the Cost Centre Report for June 2025 **Noted** e) To agree allocation of reserves, 2025/2026 financial year The Mayor asked for agreement of the Council to move this item 8 e) on the Agenda to be taken after item 14 to accommodate any budget allocation agreed to following items on the Agenda **This request was unanimously agreed**
25/07/09 WTC	**Property** To receive and note the property report for July 2025 **Noted**
25/07/10 WTC	**New Drs' Surgery/ Thames Valley Police Station Site** Due to Cllr Williams needing to leave the meeting as feeling unwell Cllr Grant presented this item *Cllr Grant asked the council to agree to amend f) and g)* *f)from the Distance from the town center will have a negative impact of the Town's economy to read* *f) Siting a new surgery on either of the two alternative sites far from the town centre will have a negative impact on the Town's economy;*

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g) It is not what the Town was expecting to read

g) The two suggested alternative sites are not what the town was expecting as Blenheim Estate had stated that the purpose of their purchasing the TVP site was for consideration of the provision of a new surgery, and for many years they allowed the belief that this was to be the intended use.

The Council agreed the suggested amendments

Originally Motions 1 and 2 were proposed by Cllr Williams and seconded by Cllr Grant.
Due to Cllr Williams leaving the meeting unwell Cllr Grant proposed the motions and Cllr Addis seconded

1. Motion:
Proposed by Cllr Grant **Seconded by Cllr Addis**

Woodstock Town Council agrees that the preferred site for a new Doctors' Surgery is the old Thames Valley Police site in Hensington Road for the following reasons:

a) It was purchased by Blenheim for consideration of the provision of a new Doctors' Surgery;

b) The utilities are already in place, aiding a much quicker delivery of a much-needed facility;

c) It is in walking distance for many;

d) The site is already on a bus route to accommodate the 60% of patients living outside the Town;

e) It is in a much better position with regards to security;

f) Siting a new surgery on either of the two alternative sites far from the town centre will have a negative impact on the Town's economy;

g) The two suggested alternative sites are not what the town was expecting as Blenheim Estate had stated that the purpose of their purchasing the TVP site was for consideration of the provision of a new surgery, and for many years they allowed the belief that this was to be the intended use.

The Council unanimously agreed to the amended motion

2. Motion:
Proposed by Cllr Grant **Seconded by Cllr Addis**

a) WTC is not in favour of plans for a new building outside the town centre, far from bus routes, and unlikely to be built for 5 to 15 years;

b) WTC states its profound disappointment with the way in which the 'Stakeholders' Steering Group' has been set up and run, taking no account of the views of the Town Council or those of the residents of Woodstock and the surrounding villages served by the present surgery.

The Council unanimously agreed this motion

The Mayor asked the Council to agreed that:
Cllr Williams and Cllr Grant with the Clerk drafted a letter to convey the 2 motions to the residents of Woodstock, to be printed and delivered to all household

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	The Council unanimously agreed this request
25/07/11 WTC	**New Drs' Surgery** To receive an oral report from Cllr Williams due to Cllr Williams needing to leave the meeting earlier this item was covered in item 10
25/07/12 WTC	**Environmental** a) To receive a report from the Environmental Working Group The council agreed: • to quotes being sought to remove the existing decaying wall and replace it with a rabbit proof fence position within the boundary hedge in front to the mature hedge. • The Clerk contacting Blenheim Estate regarding trees located on thwart side of the river. • For the Clerk to seek quotes for an annual contract to pollard the Willow Trees and to consider consulting BBOWT. • Cllr Connolly will research the cost of a half size container to store sandbags to be submitted for agreement at the meeting in September. b) To receive quotes for Play Area Improvements The council agreed for Company B as the most cost effective option to carry out the necessary works on Playgrounds at a cost of £10,130.58 including VAT . Budget allocation 4410 4411 & 4412 Playgrounds **The Council unanimously agreed** c) To receive quotes for relocating the warning signs at the Water Meadow The council agreed for Company A as the most cost effective option to carry out the necessary works to relocate the signs on the Water Meadows at a cost of £588.00 including VAT Budget Allocation 4420 Water Meadow Maintenance **The Council unanimously agreed** d) To receive quotes for Pest control for Green Lane Cemetery The Council agreed for Company A as the most cost effective to carry out the pest control in the Lawn Cemetery at a cost of £840 including VAT Budget Allocation 4400 & 4401 Cemeteries **The Council unanimously agreed** The company's names awarded the contracts can be acquired from the Town Clerk's Office
25/07/13 WTC	**Events** a) Christmas Lights and Mayors Carols 2025 • To receive a report from the Christmas Lights working group (enclosed) The Council agreed to: • The Christmas Tree (kindly donated by Blenheim) on the Town Square being adorned with extra light • Waterfall light from the Corners of the Town Hall on the Hoops • 3 Christmas Trees 10-12 ft in height to be purchased from Blenheim to be places, 2 on the Town Millennium Triangle and one on the Kings Arms Corner and adorned with light only • Increase the budget to £ £8,378 to 12,000 in case of any electrical work needed • The Clerk to seek quotes for the decoration of the trees. **Mayor Carols** The Mayor said she would be delighted to reintroduce the Mayors Carols event but could not to this unless Councillors were willing to help with the arrangements and asked for a show of hand to confirm willingness to help. As there seemed an eagerness with the hands that shot up to hold this

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event it was agreed it would be held with the help of Councillors.
Plan of Action
Date Saturday 13th December starting at 6pm

- Book a Band (ask Rachel, Admin Assistant to book a Band)
- Contact Father Christmas (Cllr Cooper said he had already done this and Father Christmas was very happy to attend)
- Ask the Rector to be involved
- Purchase of Gifts taking into consideration ages
- Wrapping Gifts
- Consider decorating of Grotto in the Parlour
- Purchase Mince Pies and Mulled Wine
- Consider way to donate using card facility for Mayors Charity

25/07/14 WTC

New Waste Bins
To receive a report from Cllr Poskitt
Due to Cllr Poskitt not being able to attend the meeting this item was deferred

25/07/08 WTC

Finance continued
Item 8 e) was moved down the Agenda to be discussed at this point of the meeting to accommodate financial decision of previous items
The Council unanimously agreed to the following allocation of the reserves from the financial year 24/25 to this current year 25/26

To agree allocation of Reserves from 24/25 (£358.711.41) for 25/26			
Suggested Allocation	**Comments**	**26/26 suggestions**	**Total Agreed**
Staff Cost	New Positions, Tax, Pension, Back Pay, Weddings, Locking & Unlocking	£39,000.00	Yes
Tree works all areas from survey	More works identified	£10,000.00	Yes
Legal Fees		£15,000.00	Yes
Public Engagements	Printing and hiring large halls	£2,000.00	Yes
Civil Chain	Engraving and repair	£2,000.00	Yes
Water Meadow Maintenance	Extensive works	£40,000.00	£55,000.00
Playgrounds Improvements		£50,000.00	Yes
Cemetery improvements	Lych Gate Roof, Gaps and Paths	£30,000.00	Yes
Town Hall Maintenance	Fire Places, Blinds, new Carpet Assembly Room. Stair lift service x 2 per year	£4,000.00	Yes
Town Hall/Kitchen/Clock room	Install a tall cupboard to accommodate coats	£1,500	Yes
Community Centre Kitchen	To fit a new kitchen and decorating (including agreed £5,505.50 for units)	£15,000.00	Yes
New trestle tables	Replace the existing	£1,000.00	Yes

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		12 trestle tables that are in a very poor condition		
	Bins	Installation of 6 new bins	£2,000.00	Yes
	Property Project improvements/maintenance	Gutter cleaning new guttering PO Block Exterior painting of 2 & 4 Market Street. Survey on exterior stonework of Town Hall	£20,000.00	Yes
	General Reserves unspecified		£80,000.00	Yes
	Election		£7,000.00	Yes
	Christmas Lights	£8,378	£ 3,622.00	£12,000.00
	Windows replacement 2 & 4 Park Street		£3,600.00	Yes

25/07/15 WTC

Policies and Procedures

To receive and adopt and review the following enclosed policies:
As some councillors had no read the policies the following was agreed

a) WTC Copyright Policy **deferred to September**

b) WTC Data Protection Policy **deferred to September**

c) WTC IT Policy **Adopted**

d) WTC Freedom of Information Policy **deferred to September**

e) WTC Recording of Meetings Policy **deferred to September**

f) WTC Policy for requesting returnable damage deposits from users of Town Hall and Community Centre **Withdrawn as dealt with earlier during Clerks report**

25/07/16 WTC

West Oxfordshire Town and Parish Council and Parish Meeting Forum on Local Government Reorganisation

The Council agreed for Cllr Wheatley and Connolly to attend this forum on behalf for WTC

25/07/17 WTC

Part-Night Lighting Implementation Framework is now live on 'Let's Talk Oxfordshire' (enclosed)

The Clerk had confirmed and extension to the submission date.

There was some concern with regard to how wide the survey was with regard to different areas and that it did not necessarily suffice for places like Woodstock

The Council agreed that this needed to be pointed out and agreed for Cllr Wheatley and Cllr Parnes to draft a response

25/07/18 WTC

Unauthorised publication

To receive a report from Cllr Parnes
Cllr Parnes explained to the council his concerns with regard to Council minutes being made available from other sources and the possibility of Council losing control of their data

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	The Council agreed for the Clerk with the assistance of Cllr Parnes to look further into this
25/07/19 WTC	**Exclusion of Press and Public** **Proposed by Cllr Grant** **Seconded by Cllr Addis** 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. The Council unanimously Agreed to move into Confidential session
25/07/20 WTC	**Confidential** a) Staff matters updates The Council agreed for the Clerk to engage a temporary financial and admin assistant. The Council agreed that a draft of a letter on a delicate level should be overlooked by the Council Solicitor before it was sent. The Clerk informed the Council that he would be on annual leave from 29th July until the 22nd August . He then read the following statement: "*I was made aware of the disrespectful manner in which I and the TC was spoken about at the Mock Mayor event by a member of the council and as my employer, I request this behaviour is not repeated, whilst the intention may have been in jest, publicly humiliating an employee is neither funny nor acceptable"*
25/07/21 WTC	**Close meeting 9 pm**

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Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting held in the Town Hall, Woodstock on Tuesday 19th August 2025

Cllrs Present: Cllrs Grant (Mayor) Williams (Deputy Mayor), Banbury, Connolly, Cooper, Szabados and Wheatley

In Attendance: Admin Assistant Rachel Peters Members of the Public 11

25/08/01 ETC	**Apologies for Absence** Apologies for absence were received from Cllrs Addis, Melliss, Parnes, Spencer-Churchill and Poskitt. The Mayor informed the Council that Cllr Poskitt was now back home and doing well.
25/08/02 ETC	**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 Item 4. Cllr Cooper as member of Uplands Sub Committee WODC Item 8. Cllr Connolly as he lives adjacent to the Water Meadows
25/08/03 ETC	**Public Participation** **The meeting will be adjourned at this point** 2 members of the Public addressed the meeting **Speaker 1.** Addressed the Council asking the Mayor 'Why are the Council putting forward a proposition which the Drs themselves oppose' **The Mayor replied:**'Because, we are listening to the majority of the residents' **Speaker 2.** Addressed the Council on Agenda Item 4 h) Planning **Meeting reconvened**
25/08/04 ETC	**Planning** To consider the following applications: **a) App: 25/00766/S73** Location: Land North Of Hill Rise Woodstock Description: Application under Section 73 of the Town & Country Planning Act 1990 for the variation of condition 4 of planning permission 21/00189/FUL to allow landscape design amendments and various elevation, roof form and layout design changes within Phase 1 only and discharge of outline conditions 10 (a Construction Environmental Management Plan), 12 (Ecological Design Strategy) ,18 (Parking strategy),19 (Energy Report) and 26 (Waste collection strategy) in relation to Phase 1 only of planning permission 21/00189/FUL.

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b) **App: 21/00189/FUL**

Location: Land North Of Hill Rise Woodstock

Description: 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).

c) **App: 25/01633/RES**

Location: Land North Of Hill Rise Woodstock

Description: Reserved Matters application pursuant to Outline Planning Permission 21/00189/FUL for layout, scale, appearance and landscaping for a development of 132 dwellings (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works, and the discharge of conditions 8, 9, 10, 12, 13, 14, 18, 19, 20, and 21

Items 4a) b) and c) were discussed together.

The Council unanimously agreed to confirm their previous points of objection.

Clarification is needed on the education provision. Woodstock Town Council does welcomed the intended improvement to the Landscape, Environment and sustainability

d) **App: 25/01643/LBC**

Location: The Black Prince 2 Manor Road Woodstock

Description: Internal and external works to include erection of single and two storey extension to form new kitchen, restaurant and guestroom accommodation. Associated parking and landscaping works.

Planning (Listed Building and Conservation Areas) Act

The Council had been informed that this planning application had been withdrawn so this application was not discussed

e) **App: 25/01642/FUL**

Location: The Black Prince 2 Manor Road Woodstock

Description: Erection of single and two storey extension to form new kitchen, restaurant and guestroom accommodation. Associated parking and landscaping works.

Town and Country Planning Act

The Council been notified that this planning application had been withdrawn so this application was not discussed

f) **App: 25/01799/HHD**

Location: 56 Oxford Street Woodstock Oxfordshire

Description: Erection of rear conservatory.

The Council had no objection to this application

g) **App: 25/01753/HHD**

Location: Frewin 61 New Road Woodstock

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	Description: Erection of a first floor rear extension. **The Council had no objection to this application** h) **App: 25/01834/HHD** Location: 29 Oxford Road Woodstock Oxfordshire Description: Erection of single and two storey rear extensions **The Council agreed to object to this application as an over development of the site, overbearing, a change to the Character and concern over the effect on the mature trees** i) Important Survey regarding Neighbourhood Planning – ONPA **The Council agreed that:** • As it is understood, Cherwell District Council sets in their budget available funding for Neighbourhood Plans • The Council asked Cllr Cooper (WODC Councillor for Woodstock and Bladon) that he put this forward to WODC for their Budget setting for 26/27 in February 2026, to include the provision of funding for Neighbourhood Plans • Councillor Cooper agreed he would do this **The Neighborhood Plan Survey to be completed by the Environment Working Group at the their next meeting and submitted by Cllr Wheatley** j) Licensing App: W/25/00831/STC Location: Application for Street Trading Consent - Market Place, Woodstock (Woodstock Live Event) **The Council had no objecting to this application** k) Licensing App: W/25/00789/PRMA Location: The Tipsy Palace 1-3 Market Place Woodstock Oxfordshire OX20 1SY **The Council had no objecting to this application** l) App: 25/00074/HHD Location: 10 Hensington Close To note Appeal allowed **Noted**
25/08/05 ETC	**Mayor and Clerks Reports** a) To receive an oral report from the Mayor I would like to thank everyone involved in the distribution of the Drs Surgery letter. We have had a good number of positive responses. Many thanks to our 2 members of staff that carried the old folding tables down to the hallway and thanks to my husband Jim and Cllr Szabados who helped me collect them from the Town Hall for disposal. The tables that were in a very poor state have been disposed of and those that were in a fair condition have been found new homes. The new replacement tables have been received.

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	Cllr Cooper would like to give us an update on the Feathers flag application so I will now hand over to him. **Cllr Cooper reported that the WODC had refused permission for the flags poles on the Feathers Hotel due them being to large, to long and concern for the stress this would put on the building** The Mayor thanked Cllr Cooper The Council agreed for the Clerk to arrange a meeting with Calum Miller MP, together with Cllr Poskitt, Cooper, Williams and Grant.
25/08/06 ETC	**New Drs Surgery** a) To receive an update from Cllr Williams **Cllr Williams gave and oral report, copy attached as an appendix to these minutes** **There were no questions from Councillors** b) To discuss and agree any action regarding a letter received giving notification of intension for an appeal against the WODC refusal of planning for flats on the TVP site Hensington Road The letter from The Planning Bureau Ltd (owned by McCarthy Stone) received by those who and objected to the original McCarthy Stone Planning application to build flats on the TVP was to inform them of a possible application of appeal though this had not been registered to date. The object of the letter seems to be a wish to gather comments in readiness for the appeal application which maybe of some advantage to them. The changes indicted in the letter to the actual planning application are very minimal and it was agreed this made no difference to the council's opinion. The Mayor stated that Councillors need to be ready to object to the appeal and possibly delegate a Cllr to speak at the hearing.
25/08/07 ETC	**Land South of Perdiswell Farm 25/01515/OUT** To receive a report from Cllr Connolly regarding the education provision included in the application. Cllr Connolly spoke to his report and the following motion was put to the Council The 2 parts of the motion were voted n separately **Motion: Proposed by Cllr Connolly** **Seconded by Cllr Grant** ***a)*** *WTC agrees to suspend (**Standing Order 8. Previous Resolution** revisiting within 6 month) due to the importance of submitting further comments regarding the Education Provision Facilities indicate in Planning **Application 25/01510/OUT - Land South Of Perdiswell Farm.*** **The Council unanimously agreed to this motion** ***b)*** *WTC agrees to submit further comments to Cherwell District Council regarding planning application 25/01510/OUT Land South of Perdiswell Farm as indicated in the report submitted by Cllr Connolly 19.08.25* **The Council unanimously agreed to this motion** The Mayor thanked Cllr Connelly for his excellent report

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25/08/08 ETC	**Water Meadow Maintenance** To receive a report from Cllr Grant **Motion** **Proposed by Cllr Grant** **Seconded by Cllr Williams** a) *WTC realises the difficulty in finding a Contractor to carry the variety of work needed to clear the Water Meadows and agrees to waiver Financial Regulation 5.12 as indicated in 5.13 to enable a price to be negotiated without Competition using a contractor who has carried out work for WTC before to a very high standard* b) *WTC agrees to the work at the Water Meadows being carried out to a maximum of £6,000 to start the much needed overgrowth clearance with guidance from Maurice Parkinson Water Meadows Warden* **The Council unanimously agreed this motion**
25/08/09 ETC	**Botley Solar Farm** To receive and note EN010147 Botley West Solar Farm **Noted**
25/08/10 ETC	**There was no item 10 on the Agenda**
25/07/11 ETC	**OCC Community Tree and Woodland Opportunity** To receive a report from OCC Tree Services regarding Tree Planting and agree any comments WTC wish to submit any comments. The Council noted the report and that there was only one tree to be planted in Woodstock in Cadogan Park • It was agreed that all Councillors would be sent the full link details by the Admin Assistant
25/08/12 ETC	**Proposed by Cllr Grant** **Seconded by Cllr Williams** **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. **The Council unanimously agreed to move into confidential session**
25/08/13 ETC	**To receive an oral report from the Mayor on previously discussed matters.** The Mayor gave a short oral report regarding the use of confidential pink papers and handed out pink papers for consideration • **The Council unanimously agreed to send out the letter drafted by their legal advisor with an amendment to the date being 2024 not 2025 and to add the council to be kept informed** • Cllrs handed in their pink papers to be shredded
25/08/14 ETC	**Close Meeting** **The meeting closed at 8pm**

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Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting held in the Town Hall, Woodstock on Tuesday 2nd September 2025

Cllrs Present: Cllrs Grant (The Mayor), Williams (Deputy Mayor), Addis, Banbury, Connolly, Cooper, Poskitt, and Szabados.

In Attendance: Town Clerk: Valentin Lavdakov
OCC: Cllr Graham

Chair of the meeting: Cllr Grant **Members of the Public** 8

25/09/01 WTC	**The Mayor informed the Council that item 15 Planning on the Supplementary Agenda would be taken after item 11 and before the Confidential session.** **Apologies for Absence** Apologies for absence were received from Cllrs Parnes, Spencer – Churchill, and Wheatley The Mayor informed the Council that Cllr Melliss had resigned from the Council and was sure we wish him well. The Clerk informed the Council that Cllr Poskitt would be attending but would be a little late.
25/09/02 WTC	**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 Item 10 Environmental: Cllr Connolly as he lives adjacent to the Water Meadows Item 15 Planning: Cllr Cooper as member of Uplands Sub Committee WODC Item 15 Planning: Cllr Poskitt as member of Uplands Sub Committee WODC (completed at 7:08pm)
25/09/03 WTC	**Public Participation** **The meeting will be adjourned at this point** **5 members of the Public addressed the meeting** **Speaker 1.** Informed the Council of a Meeting at Exeter Hall Kidlington Wednesday 3rd September 2025 with regard to the re-opening of Campsfield House, Langford Lane Kidlington. At 7:08 pm, Cllr Poskitt arrived at the meeting and completed a Declaration of Interests. **Speaker 2.** Addressed the Council regarding the use of Water Meadow to rekindle a project. **Speaker 3.** Asked for an update on the Solar Panels for the Community Centre**.** **Speaker 4.** Asked a question regarding the new Dr Surgery. **Speaker 5.** Addressed the Council on Agenda Item 11 Policies. **Meeting reconvened**
25/09/04 WTC	**Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 22nd July 2025 **The Draft minute of Tuesday 22nd July 2025 were agreed as an accurate record with agreed amendments.** b) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 19th August 2025 **The Draft minute of the Extraordinary meeting held on Tuesday 19th August 2025 were agreed as an accurate record with agreed amendments.**

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25/09/05 WTC	**Mayor and Clerks Reports**

a) To receive an oral report from the Mayor

The Mayor announced a Date for your Diary. On Saturday 22nd November there will be another Woodcraft Sale together with a Raffle for the Mayors Charity proceeds to go to The Woodstock Lunch Club Donations of Raffle Prizes would be gratefully appreciated as would call attendance on the day.

b) To receive a report from the Clerk

i. Former Cllr Melliss:

I would like to bring to your attention that former Cllr Mr Melliss submitted a report on disabled access in the Town Hall, which he wished to be included as a motion for this meeting. The report-motion was not rejected by me; rather, I requested that it be postponed to allow time to review all technical specifications, rules, and regulations, and to ensure that accurate information is provided to the Council for discussion. The annual H&S report shows no issues with disabled access in the Town Hall.

ii. A Quote for the stairlift:

The disabled stairlift must be inspected by an authorised company twice per year, in accordance with Health & Safety Regulations. We found only one company that can service the stairlift twice per year under a three-year contract, at a total cost of £4,617.00 including VAT. A hard copy of the quote is provided for your reference.

Recommendation from the Clerk: Council to approve this quote of £4,617.00 including VAT.

The Council unanimously agreed this recommendation

iii. A Quote for removing the old boiler from the cellar:

The old boiler in the basement contains asbestos and is quite heavy. We have attempted to obtain multiple quotes for its safe removal and disposal but have only been able to secure one. We have identified a company capable of removing the boiler from the basement via the stairwell using a heavy-duty powered stair climber, ensuring the asbestos is not disturbed, and disposing of it safely. A hard copy of the quote is provided for your reference.

Recommendation from the Clerk: Council to approve this quote of £1,180 + VAT.

The Council unanimously agreed this recommendation

iv. Property:

- The £4,200 deposit for the commercial residents at 6 Park Street has been refunded. The property is now vacant, and the Council Property Agent is in the process of searching for a new tenant.
- 2 Park Street (Post Office) – A roof leak has been reported to Breckon & Breckon. Additional issues with the building have also been identified, and Breckon & Breckon have been instructed to obtain quotes for assessment and repair. Further information and quotes will be presented at the Council meeting in October.

v. Accessibility Statement:

As part of WCAG 2.2 compliance for this year's audit, we need to ensure our Accessibility Statement is up to date. The current statement on the website is dated 1st September 2020. Following guidance from the company that manages and supports our website, the Accessibility Statement has now been updated.

vi. Quotes for Internal Audit:

Based on the detailed scope of work provided by the companies, the Clerk recommend Company B. The company offers a contract for 1,2 and 3 years.

The Council unanimously agreed to appoint Company B to conduct the internal audit for one year at the cost of £660 plus milage and instructed the Clerk to ask if a discount is available for a longer-term agreement.

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	vii. War Memorial: Based on the detailed scope of work and the total price including VAT, the Clerk recommend Company A. **The Council unanimously agreed to appoint Company B to clean the War Memorial at a cost of £583.33 +VAT** viii. **Xmas Trees:** 12ft trees ordered from BP for the price of £165 each **The company's names awarded the contracts can be acquired from the Town Clerk's Office**
25/09/06 WTC	**County and District Councillors Reports** To receive reports from a) OCC Cllr Andy Graham Cllr Graham gave an oral report • Reminded the Council of the Councillor Priority Fund and that he had given a grant to Wootton Woodstock residents who are raising funds for a Bus Shelter. • He would also support Woodstock if they decided installing a new bus shelter or perhaps speed indicator signs with his priority fund. • The Cabinet will be discussing the Oxford City congestion charge in the next week and for 2 month the Park and Ride busses would be free taking this over the Christmas period. • He would look into the repair of the Cobbled area to the side of the Town Hall in Market Street and High Street as it had been 6 months since he had reported it to the Office and asked the Mayor to remind him by email of this urgent need and send photos if possible . • Announced that the 2 sites for the Drs' Surgery are the Banbury Road Development site and the Owen Mumford Site. He said we are the closest we've been and there would be a public report at the end of the month and although we may need a new surgery yesterday it is likely to be 2028 when this is actually made available. **The Mayor** remarked that there would need a lot of thought with regard to traffic access on both sites and asked if Councillors had any questions for Cllr Graham. **Cllr Williams**: Were it to be either of these sites, how about the transport issue? **Cllr Graham replied:** That is being considered as it is an important issue. **Cllr Connolly** asked why the Owen Mumford site had been not mention for sometimes and was now back on the table. **Cllr Graham replied:** There had been some commercial sensitivity over this site which had now been resolved and therefore was now under consideration as a possible site for a new Drs' Surgery. **Cllr Connolly asked**: If the request for a meeting with the OCC Education Officer with regard to the education facilities not be adequate with the number of homes planned for Woodstock. **Cllr Graham** replied that he will look at into this. **Cllr Grant informed Cllr Graham of Flooding troubles in Brook Hill** The clearing of the gullies in Brook Hill, which has not been completed as I have already alerted you to this with Photographs. The gullies were so full that they have only disturbed the silt, that has tracked down to 32 Brook Hill. The torrential rain pour over the last few days has been a great concern to this resident. Returning home one evening last week in the dark the owner of 32 Brook Hill stepped out of his car into water coming over his shoes to his ankles nearing entry to his garage and house. You may or may not be aware of the runoff stream opposite their dwelling but it would seem this is where the problem really lays caused by the blockage of the pipe that runs from the drain outside 32 Brook under the road to the stream (that should be a stream). The blockage is caused by garden waste over the years being dumped in the stream arising to the bottom of the stream being higher that the takeaway pipe and the pipe being blocked. **Cllr Graham asked Cllr Grant** to email him with this problem and he would carry it forward **Cllr Grant** said that she would

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	Cllr Grant asked if Cllr Graham had any news about when the Cobbled area to the sides of The Town Hall Market Street and High Street might be repaired? **Cllr Graham** asked Cllr Grant to email about this to remind him to check. **Cllr Grant** said that she would. b) WODC District Cllr Cooper and Cllr Poskitt **There were no question to District Councillors Cooper and Poskitt**
25/09/07 WTC	**Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st July 2025 **The Council unanimously agreed for the Mayor to sign the bank reconciliation for the period ending 31st July 2025. The Mayor duly signed the reconciliation** b) To note the Payments, Report for July 2025 (£46,389.57 including VAT) **Noted** c) To note the Receipts Report for July 2025 (£21,839.76 including VAT) **Noted** d) To note the Cost Centre Report for July 2025 **Noted** e) To receive quotes for Internal Audit (enclosed) *The Clerk recommended Company B for the internal Auditor at a cost of £660 per year plus milage. As previously agreed under the Clerk's report on item 5 on the Agenda:* **The Council unanimously agreed to appoint Company B to conduct the internal audit for one year and instructed the Clerk to ask if a discount is available for a longer-term agreement.** f) To note the report from the External Auditor **Noted**
25/09/08 WTC	**New Drs' Surgery** To receive an oral report from Cllr Williams Cllr Williams report is attached as an Appendix 1 to these minutes
25/09/09 WTC	**Christmas Lights** To receive quotes for Christmas Lights **As there had been only one quote received and taking into account the timescale the Council agreed this quote of £5,158.00 plus VAT** Vote: Yes – 6; Against – 0; Abstain – 2 There will be a further cost of the 3 x 12 foot Trees ordered from Blenheim Palace £165 x 3 = £495 less 20% £99.00 + £396 plus VAT £79.20 total £475.20 including VAT **The Council unanimously agreed this expenditure**
25/09/10 WTC	**Environmental** a) To receive a report from the Environmental Working Group The Environmental Working Group gave the following recommendations to the Council: • Request permission from the Environment Agency to repair the riverbanks at the Water meadows. **The Council unanimously agreed this recommendation** • To ask BBOWT to undertake a quote for an audit of the Water Meadows before the end of this

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	financial year. **The Council unanimously agreed this recommendation with the following vote:** **For – 6; Against – 1; Abstain – 1.** • WTC encourage WODC to financially support the continued development and reviews of Neighbourhood Plans
25/09/11 **WTC**	**Policies and Procedures** To receive, review and adopt the following policies previously circulated with the Council: The Clerk informed the Council that the following 4 policies had been checked by their professional advisers Satswana, OALC and Peninsula a) WTC Copyright Policy **The Council unanimously agreed to adopt the WTC Copyright Policy** b) WTC Data Protection Policy **The Council unanimously agreed to adopt the WTC Data Protection Policy** c) WTC Freedom of Information Policy **The Council unanimously agreed to adopt the WTC Freedom of Information Policy** d) WTC Recording of Meetings Policy **The Council unanimously agreed to adopt the WTC Recording of Meetings Policy**
25/09/15 **WTC**	**Item 15 Planning moved to here** To consider the following application a) APP: 25/10880/HHD Location 35 Hill Rise Woodstock Oxfordshire Description Erection of a single storey extension **The Council had no objection no this application** **Councillor Training** The Mayor informed the Council of a Course "**How to respond effectively to planning applications"** at WODC Witney to be led on Tuesday 4th November 2025 from 10:00 – 13:00 Witney - £65.00 + VAT and ask which Councillor would like to go **Cllrs Grant, Wheatley and Williams expressed their wished to attend.** **The Clerk would book the places.**
25/09/12 **WTC**	**Exclusion of Press and Public** **Proposed by Cllr Grant** **Seconded by Cllr Williams** 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. **The Council unanimously Agreed to move into Confidential session**
25/09/13 **WTC**	**Confidential** To receive an oral report from the Mayor on previously discussed matters. The Mayor gave a short oral report regarding the use of confidential pink papers and the pink papers were handed out for consideration

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	a) Resident's Letters/Emails • To receive a letter from a resident concerning the Drs' Surgery The letter and a draft reply were circulated, and the Mayor gave councillors time to review them. **The Council agreed unanimously to the draft reply to be sent to the resident** • To receive a letter/email from a resident A draft reply was circulated and amendments agreed. The Mayor asked for a vote to agree to send out the amended reply Vote For: 6; Against 1; Abstain 1. **The Council agreed unanimously to the amended reply to be send to the resident** All Councillors handed in their pink papers to the Clerk to be shredded. b) Back pay The Clerk informed the Council of the SLCC back pay increment for the 2025/2026 financial year, which will be paid to staff in the next payroll run. **The Council noted the information provided by the Clerk**
25/09/14 WTC	**Close meeting 8:35 pm**
25/09/15 WTC	**Item 15 moved up the Agenda to be taken after item 11**

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APPENDIX 1

Woodstock Town Council
New Doctors' Surgery Working Group Meeting 18th August 2025
Notes for Oral Report from Cllr Sarah Williams, Deputy Mayor

In attendance: Cllrs Ann Grant (Mayor), Cllr Williams (Deputy Mayor & WG Chair), Cllr Julian Cooper, Cllr Maurice Connolly, Ms. Delma O'Brien, Mr. Andrew Rein, Mr Stan Scott

The Group was informed that the full results from the responses to the Council Newsletter about the new Doctors' Surgery would not be available until after the Clerk's return to work on 26th August. However, responses so far have been overwhelmingly in support of Council's position, with only two responses expressing some reservations as to costs and feasibility.

Discussions were held on:

- The 2022 Osmond Tricks Consultants report included in the McCarthy Stone refused 2024 planning application Supplementary Documents (Appendix 6 pp 89-98)
- The Planning Bureau letter sent to objectors to the McCarthy Stone 2024 planning application
- The potential appeal against the refusal of their planning application by McCarthy Stone and how Council should respond
- Why Blenheim Estate were working with McCarthy Stone in regard to this site, whereas all other developments were going forward through Pye Homes
- The extent of the existing catchment area for the Woodstock Surgery

It was agreed that:

- The results of the responses to the Council's Newsletter would be disseminated as soon as possible on the WTC website and noticeboards and to all the neighboring villages
- The Clerk would be asked to seek a quotation from architects Corstorphine & Wright for the cost of a feasibility study of the potential of the TVP site for a new doctors' surgery
- The Clerk would be asked to arrange a meeting between the Mayor and Deputy Mayor, Cllrs Julian Cooper and Elizabeth Poskitt, and Calum Miller MP to seek to resolve the current disconnect between the Town's wishes and his Stakeholders Steering Group's position
- The Clerk would be asked to arrange a meeting between the Mayor, the Deputy Mayor and the members on the Stakeholders Steering Group representing BOB ICB
- The Mayor and Deputy Mayor would research the detailed grounds for refusal of the McCarthy Stone planning application in order inform Council of their findings
- Residents would be informed that the Planning Bureau letter sent to objectors to the McCarthy Stone planning application was sent on behalf of McCarthy Stone, who own The Planning Bureau, in order to get a review of objections before potentially launching an appeal. It was also felt worthwhile informing residents that McCarthy Stone are currently under investigation by the Parliamentary Housing Committee
- The Deputy Mayor and experienced specialist Delma O'Brien would formulate a series of press releases about the current situation with the new doctors' surgery to be brought back to Council for approval and, if deemed appropriate, subsequent dissemination to the media

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Wednesday 24th September 2025

Cllrs. Present: Cllrs Grant, (Mayor) Williams (Deputy Mayor), Addis, Banbury, Connolly, Cooper, Poskitt, and Wheatley

In Attendance: Town Clerk Valentin Lavdakov

Chair of the meeting Cllr Grant (Mayor) **Members of the Public 7**

25/09/16 ETC	**Apologies for Absence** **The Mayor** Before we go on to take apologies for absence, I am sad to announce the resignation of former Councillor Szabados. He was a very keen helpful and kind Councillor. He has said that I can share with you all the reason for his resignation. *Dear Council Members and Valentin,* *I'm writing to formally resign from my position on the Woodstock Town Council.* *This wasn't an easy decision, but after some reflection, I've realized that I'm not currently able to give the role the time and energy it deserves.* *Over the past six months, I've really valued the opportunity to learn, contribute, and see first-hand how much hard work goes into keeping things moving behind the scenes. It's been a great experience, and I'm grateful to have been part of a group that genuinely cares about our Town and its future.* *That said, between a demanding full-time job, running my own business, and the desire to spend more quality time with my family, I've found it increasingly difficult to balance everything. Rather than stay on and not be able to fully commit, I think it's best to step aside and make room for someone who can give 100%.* *Thank you again for the chance to be part of this. I appreciate all the support and collaboration, and I wish you all the best moving forward!* I'm sure we have already missed him, I certainly have especially his lovely smile that cheered us all up **Cllr Banbury asked** that the Council thank former Cllr Szabados for all his hard work whilst on the Council and perhaps in the future when he may be less busy he considers standing again. **This was unanimously agreed** **Apologies for absence** were received from Cllrs Parnes and Spencer-Churchill.

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25/09/17 ETC	**Declarations of Interests** Cllr Wheatley declared and interest for item 4 as he lives close to Thames Valley Police Station Hensington Road, Woodstock Cllr Banbury declared and interest for item 4 as he is a Trustee of Woodstock Chapel Trust
25/09/18 ETC	**Public Participation** **The meeting will be adjourned at this point** **1 member of the Public addressed the Council** **Speaker 1.** Had addressed the Council at the meeting held on Tuesday 2nd September 2025 regarding the reopening of Campsfield House Kidlington and kindly gave an update **Meeting reconvened**
25/09/19 ETC	**Planning** To consider the Councils response to the following consultations, applications and appeals: a) Notification of Planning Appeal Appeal Reference: APP/D3125/W/25/3367995 Original Application Number: 24/02755/FUL Location: Thames Valley Police Station Hensington Road Woodstock Description: Erection of retirement living accommodation with communal facilities, car parking, landscaping and associate works The Mayor called for a vote as to whether the Council agreed to engage a professional person in this field to represent the Council at the appeal **The Council unanimously agreed this** The cost of the professional representation needing to be taken into account it was agreed that the Clerk would research Companies that offer this service and report back to the Council the estimated cost for consideration. After an in depth discussion the Council agreed that: ➢ Cllr Cooper and Cllr Poskitt would draft their point made at the meeting and submit them to the Clerk to be further discussed at the ETC called for Wednesday 1st October 2025. ➢ The budgetary implication for professional representation as the Appeal would also be considered at the ETC ➢ Cllr Poskitt felt it would be advantageous if a member of the Council also spoke at the Appeal. • The Mayor asked if Cllr Poskitt would be happy to do this. • Cllr Poskitt agreed she would if she was available in the day of the appeal hearing which was yet to be announced. The Mayor thanked Cllr Poskitt
25/09/20 ETC	**Exclusion of Press and Public** **Proposed by Cllr Grant** **Seconded by Cllr Williams** 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. **The Council unanimously Agreed to move into Confidential session**
25/09/21 ETC	**Confidential** a) Staff matters ➢ The Mayor informed the Council that:

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	Due to the lack of interest in the advertised position of RFO and the Clerk kindly taking on the position temporarily to keep the Council within the local government rules. **Proposed by Cllr Grant** **Seconded by Cllr Williams** **Motion** Woodstock Town Council agrees that: ❖ *the Clerk takes on the permanent role of the Responsible Financial Officer*. ❖ *we offer the position of Financial Assistant, 12 hours per week at the cost of £15.06 per hour to our temporary member of staff who joined our staff and has done a sterling job on the Council Health and Safety Audit produced by Peninsula our HR Consultant ensure we are conforming to requirements.* **The Council unanimously agreed this motion** ➢ To receive an oral report from the Clerk ▪ Our new Caretaker started work on Monday 22nd September 2025 as our full-time position at the agreed salary of SCP 5. ▪ Our outgoing Caretaker has offered to stand in to cover holidays if needed. ➢ The Mayor informed the Council ▪ Our outgoing Caretaker has worked for the Council for 8 years and I'm sure we all wish him well in his retirement which the council agreed.
25/09/22 ETC	**The meeting closed at 7.35 pm**

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Wednesday 1st October 2025

Cllrs. Present: Cllrs Grant, (Mayor) Williams (Deputy Mayor) Banbury, Cooper, and Poskitt.

In Attendance: Town Clerk Valentin Lavdakov

Chair of the meeting Cllr Grant (Mayor) **Members of the Public 3**

25/10/01 ETC	**Apologies for Absence** **Apologies for absence** were received from Cllrs Addis, Connolly, Parnes, Spencer Churchill, and Wheatley
25/10/02 ETC	**Declarations of Interests** Item 4. Cllr Banbury as Trustee to the land adjacent to the Appeal site Item 4. Cllr Cooper as member of WODC Uplands Committee Item 4. Cllr Poskitt as member of WODC Uplands Committee
25/10/03 ETC	**Public Participation** **The meeting will be adjourned at this point** There were no members of the Public wishing to address the Council **Meeting reconvened**
25/10/04 ETC	**Planning** To consider the Councils response to the following consultations, applications and appeals: a) Notification of Planning Appeal (enclosed) Appeal Reference: APP/D3125/Y/25/3372721 Original Application Number: 25/01319/LBC **Location: Feather Hotel** 16-20 Market Street Woodstock. **Description:** Addition of 2 flag poles and flags **The Council unanimously agreed to support the original refusal notice issued by West Oxfordshire Council and the Conservation Officer and for the Clerk to submit this as the Council objection to this Appeal**
25/10/10 ETC	**Supplementary Agenda Item 10 move up the Agenda here** a) To discuss the following Notification of Planning Appeal: Appeal Reference: APP/D3125/W/25/3367995 Original Application Number: 24/02755/FUL Location: Thames Valley Police Station Hensington Road Woodstock Description: Erection of retirement living accommodation with communal facilities, car parking, landscaping and associate works b) To discuss the budget for a professional representative **Motion:** **Proposed by Cllr Cooper** **Seconded by Cllr Williams**

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WTC agrees to the following:

Part A

a) *In respect of the scope of work required, the main tasks would be as detailed below:-*

- *Reviewing the original application details as well as the appeal documentation submitted.*
- *Liaising and holding discussions with the Town Council to confirm initial findings (assumed x1 meeting via Teams).*
- *Preparation of advice to be used to inform the Town Council's formal representations to the planning appeal.*

*To carry out the above scope of work listed, Marrons would propose a fee of up to £**3,000 net of VAT** **and expenses at this stage.***

Part B

b) *For Marrons to prepare and attend the hearing itself at an additional cost of* **£3,500 net of VAT and expense**

Cllr Cooper proposed an amendment Seconded by Cllr Grant

c) That the budget would not exceed £10,000

The Council unanimously agreed the full motion

The Council unanimously agreed that the cost for this service to be allocated from the budget in line 4056 Legal Fees

The Council went on to discuss the points of objection that had been collated by Cllr Poskitt and Cllr William and agreed the Cllrs Poskitt and Williams would amend and correct the document where needed and send it into the Clerk the next day who would forward it to Marrons.

25/10/05 ETC

Mayor and Clerks Report

a) To receive an oral report from the Mayor

The External and Internal Auditor had recommended the Council carry out Internal Control. This is not mandatory but good practice. This will be controlled by a timetable from the Clerk calling in 2 different Councillors each time via email to agree a specific area of Internal Control.

b) To receive an oral report from the Clerk

- The Annual Tree Survey is being carried out by Dowdeswell, as last year, and a report will be provided when it is ready
- The RoSPA Service has been arranged for this year; we are awaiting their visit date and subsequent report.
- WODC has secured some extra funding to help improve the local towns and villages. As part of this, WODC is looking at simple and practical ways to make public spaces more attractive and easier to use. One idea is to install wheelie bin stores and cigarette butt containers. These would help tidy up areas where bins are left on pavements or in busy spots, and where cigarette ends often collect. The aim is to:
    - Make high streets and shopping areas look better
    - Keep pavements clearer and safer
    - Create a cleaner, more welcoming place for everyone

The funding is limited, so WODC may not be able to meet every request. However, WTC views will help them decide where these changes could make the biggest difference. WODC would be

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	grateful if WTC could share feedback by Friday, 3 October 2025, especially on whether there are any local businesses that would particularly benefit from having a bin store. The Council decided the cigarette butt bin is not needed and instructed the Clerk to inform WODC that the suggested location for wheelie bin stores is on Oxford Street (A44), where many bins are already situated. **Cllr Banbury** left the meeting at 7:21pm
25/10/06 ETC	**Election (Poll Cards)** An election has been called for the 13th November 2025 to fill the two vacant seats on WTC. To discuss and agree whether Polling Cards should be sent out by WODC After a short discussion regarding cost in the region of £3,000 the Mayor called for a vote All in favor of Polling Cards For 1 Against 2 Abstain 1 **The Clerk will inform the WODC that the Council does not want polling cards sent out**
25/10/07 ETC	**Polling Station Venue** To discuss where the Polling Station should be situated The Council discussed the following 2 venues: 1. The Mayors Parlour 2. Blenheim Estate Office Cllr Cooper brought to the attention of the Council that the Blenheim Estate Office was no in our Parish. Cllr Poskitt felt the Estate Office easier to access. A vote was taken The Mayors Parlour 2 votes; Blenheim Estate Office 2 Votes As the vote was a tie The Mayor had the casting vote. She said she favored the Mayors Parlour, however was aware of the difference of opinion and mindful of the disruption for Blenheim Estate Office being open from 7am -10pm asked the Clerk to express this to WODC and if Blenheim were still happy to host the Polling Station then she would be in agreement.
25/10/08 ETC	**CiLCA (Certificate in Local Council Administration)** To agree the enrolment of the Clerk to obtain the CILCA Qualification SLCC £495 OALC £325 Total £820 **The Council agreed unanimously to the Clerk's request to obtain the CiLCA qualification at a cost of £820 and for the cost to allocated to line 4000 Staff Costs**
25/10/09 ETC	**The meeting closed at 7.30 pm**
25/10/10 ETC	**Supplementary Agenda Item** **This item was taken earlier in the meeting with item 4 Planning** Planning a) To discuss the following Notification of Planning Appeal:

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	Appeal Reference: APP/D3125/W/25/3367995 Original Application Number: 24/02755/FUL Location: Thames Valley Police Station Hensington Road Woodstock Description: Erection of retirement living accommodation with communal facilities, car parking, landscaping and associate works

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Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting held in the Town Hall, Woodstock on Tuesday 14th October 2025

Cllrs Present: Cllrs Grant (The Mayor), Williams (Deputy Mayor), Addis, Banbury, Connolly, Cooper, Parnes, and Spencer – Churchill.

In Attendance:

Chair of the meeting: Cllr Grant **Members of the Public** 11

25/10/01 WTC	**Apologies for Absence** Apologies for absence were received from Cllrs Poskitt and Wheatley.
25/10/02 WTC	**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 Items 9 & 12 Cllr Spencer – Churchill. Item 11c Cllr Connolly as he lives adjacent to the Water Meadows.
25/10/03 WTC	**Public Participation** **The meeting will be adjourned at this point** 3 members of the Public addressed the meeting **Speaker 1.** Addressed the Council with a request for help to get a Skate Park in Woodstock. **Speaker 2.** Addressed the Council regarding the Solar Farm community award figures. **Speaker 3**. Addressed the Council regarding a letter that had been sent to the Clerk. Cllr Parnes arrived at 7.10 pm. **Meeting reconvened**
25/10/04 WTC	**Minutes from Previous Meetings** To consider for approval the following enclosed draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 2nd September 2025 **The Draft minutes of the Town Council minutes held on Tuesday 2nd September 2025 were agreed as an accurate record with agreed amendments** b) Draft Minutes of the Extraordinary Town Council meeting held on Wednesday 24th September 2025 **The Draft minutes of the Extraordinary Town Council minutes held on Wednesday 24th September 2025 were agreed as an accurate record with agreed amendments** c) Draft Minutes of the Extraordinary Town Council meeting held on Wednesday 1st October 2025 **The Draft minutes of the Extraordinary Town Council minutes held on Wednesday 1st October 2025 were agreed as an accurate record with agreed amendments**
25/10/05 WTC	**Mayor's and Clerk's Reports** a) To receive an oral report from the Mayor **Monday 3rd November** Thanksgiving at St Mary's for the roof and solar panels 7.30pm (all welcome) **Tuesday 4th November** Planning training at WODC Witney for those who have booked 10am-1pm **Sunday 9th November** Remembrance Parade, service and reception. I hope you will all be able to attend. Please assemble in the Mayor's Parlour by 10.30 am **Tuesday 11th November** actual Armistice Day. Please assemble at the War Memorial before 11am

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	Saturday 22nd November West Oxfordshire Woodturners Sale 9.30 am -1pm with a raffle for the Mayor's charity which is the Lunch Club **Saturday 6th December** Valuation of treasures and Antiques with celebrity auctioneer Charles Hanson, the entrance fee will be £5 which they have agreed to donate to the Mayor's Charity. There is no obligation to sell any items but if you would like them to go to auction this can be arranged via Charles team **Saturday 13th December** Mayor's and Councilors' Carols b) **To receive an oral report from the Clerk** An election request has been triggered by the 10 required signatures from the electorate for the 2 vacant seats on WTC. The election will be held on Thursday 13th November if more than 2 candidates submit nomination forms. Nomination Papers are available from the Town Clerk's Office or WODC Woodgreen Witney Nominations must be in by Friday 17th October 2025
25/10/06 WTC	**County and District Councillors Reports** To receive oral reports from: a) OCC Cllr Andy Graham County Cllr Graham was unable to attend the meeting and had sent his apologies b) WODC District Cllr Cooper and Cllr Poskitt Due to the late receipt of this report it was not discussed
25/10/07 WTC	**Finance.** To approve and sign the following (enclosed): 1) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st August 2025 **In accordance with *Financial Regulation 2.6*** *At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.* **The Council unanimously agreed for Cllr Williams (Deputy Mayor) to sign the Reconciliation for the period ending 31st August 2025** **Cllr Williams Deputy Mayor duly signed the reconciliation** a) To note the Payments, Report for August (£26,047.37 including VAT) **NOTED** b) To note the Receipt Report for August 2025 (£22,318.44 including VAT) **NOTED** c) To note the Cost Centre for August 2025 **NOTED** 2) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th September 2025 **The council unanimously agreed for the Mayor signs the Reconciliation for the period ending 30th September 2025** **The Mayor duly signed the reconciliation** a) To note the Payments, Report for September 2025 (£47,717.42 including VAT) **NOTED** b) To note the Receipts Report for September 2025 (£101,673.22 including VAT) **NOTED** c) To note the Cost Centre Report for September 2025 **NOTED**
25/10/08 WTC	**Flag – request from Woodstock Live** To receive a report from the Clerk There being strict protocol for the flying of flags on or from Corporate buildings, **the Council agreed for**

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	the Clerk to contact the Committee of Woodstock Live pointing this out and the fact that Planning Permission needs to sought from WODC.
25/10/09 WTC	**New Drs' Surgery** To receive a report from the Deputy Mayor, Cllr Williams. Cllr Williams asked if there were any questions regarding her report (attached as an appendix to these minutes) • Cllr Connolly asked if Calum Miller MP had been ask for a footprint map of the required surgery by the ICB Cllr Williams said he had been asked, but she had not received it as yet but he had said the size was less than 1000sqms
25/10/10 WTC	**Property** a) To receive a report from the Property Agent presented by Cllr Cooper **1. Electric Supply to 2 &2a Market Street** The electrical feed into property needs to be divided for the 2 separate tenants. The Property Agent indicated the approximate cost was £4,800 - £6,250 **The council unanimously agreed to fund this from the reserve property maintenance Budget.** **2. Large Cloakroom/Wardrobe in Kitchen** A quote has been obtained for a 3m cupboard with doors and mouldings to match in the kitchen and paint in the sum of £2,633 plus VAT. **Recommendation** *WTC agrees to the quote of £2633 for the building and painting of a 3 door Cupboard in the Town Hall Kitchen. £1500 was allocated in the 2025/26 reserves and the shortfall of £1133 be allocated from the Town Hall maintenance allocated reserves* **The Council unanimously agreed to this recommendation** **3. Community Centre Kitchen refurbishment** One quote has been received and we are awaiting another. This will include removal of old fixtures and disposing of, supplying and fitting the new units and tiling/splash backs, tidying up the electrical feed to the cooker, redecorating and new flooring. The suggested budgetary requirement is £30,000. **Recommendation** *WTC agrees to a budget of £30,000 earmarked for the refurbishment of the Community Centre Kitchen. £15,000 has been set aside in the 25/26 reserves and the shortfall be allocated from the unallocated balance of these reserves which stand in the region of £16,989.41* **The Council unanimously agreed this recommendation** **3. Cooker in the Town Hall Kitchen** The service engineer has recommended that this gas cooker is replaced **Recommendation** *a) WTC agrees that the gas cooker is replaced with an all-electric one being more climate friendly.* **This would involve:** i) Removal of the old gas cooker, capping of the gas supply to ensure safety ii) Electrical wiring for the new cooker and connecting

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	iii) Purchase of a new cooker and disposal of old one **The Council unanimously agreed this recommendation** *b) WTC agrees to a budget of £1200 for the removal of the old gas cooker, wiring for a new electric cooker and the purchase of a new electric cooker. To be allocated from the Town Hall maintenance reserves* **The Council unanimously agreed this recommendation**
25/10/11 WTC	**Environment** a) WODC Leisure/Sports Meeting (S106) To receive a report from the Clerk Cllr Connolly gave an overview of available s106 funding being inflation linked. The Mayor request he send the information to all Councillors **The Council agreed for Cllrs Grant, Williams, Connolly and Wheatley to meet with WODC and Publica Group Officers to discuss the available s106 funding for Leisure and Sports available** b) Air Ambulance Clothing Bank To receive a report from the Mayor, Cllr Grant Cllr Grant stated her disappointment with WODC's refusal to install a clothes collection bin in the Hensington Road Car Park to help fund such an important facility as the Air Ambulance **Motion: Proposed by Cllr Grant** **Seconded by Cllr Williams** *Woodstock Town Council agrees for the Clerk to write to: Susan Hughes (Publica Group UK) copying in Giles Hughes and Maria Wheatley requesting a reconsideration of allowing a Clothes Collection Bin for the Air Ambulance to be positioned in the Hensington Road Car Park or offers a different site for a collection bin in Woodstock accompanied by this report* **The Council unanimously agreed this motion** c) National Park and Access to the Countryside Act 1949 (Water Meadow registration of LNR) **The Council unanimously agreed for the Clerk to sign the declaration for the Water Meadows to be registered as a Local Nature Reserve to further proceed with this process**
25/10/12 WTC	**Former TVP Police Station** To receive a report from Cllr Parnes **Motion: Proposed by Cllr Parnes** **Seconded by Cllr Grant** Woodstock Town Council noting that: 1. In light of the absence of any known NHS/ICB - related documentation evidencing why the Police Station site is unable to accommodate a replacement GP surgery for Woodstock. 2. Bearing in mind Blenheim Estate acquired the site from Thames Valley Police in an off-market arrangement in anticipation that redevelopment would include a new GP surgery facility. 3. Council Tax bills contain a significant element of public funding for the Police, the Town Council calls upon Thames Valley Police to note its dissatisfaction and requests exploration of clawing back proceeds from any redevelopment of the site that does not include a significant new GP surgery provision. **The Clerk to send to the Police Commissioner, Chief Executive of Police and the Police and Crime panel** **The Council unanimously agreed this motion** Cllr Parnes said he would assist the Clerk with the contact details

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25/10/13 WTC	**Proposed by Cllr Grant** **Seconded by Cllr Williams** **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. **The Council unanimously agreed to move into confidential session**
25/10/14 WTC	**There was no item 14 on the Agenda**
25/10/15 WTC	**a) Lawn Cemetery – update on previous report** **Recommendation** To agree the Clerk and Mayor sign and seal the necessary documentation for the process to continue **The Council unanimously agreed for the Clerk and Mayor to sign and seal the required document at the next meeting to allow the process to continue** **b) Property continued** Applications for new tenancy (commercially sensitive) The Mayor read out the two applications provided by the Property Agent **Motion proposed by Cllr Cooper** **Seconded by Cllr Grant** *WTC agrees to the formal application of applicant No.1 to lease 6 Park Street for a period of 3+ years at a rent of £18,000 per annum, subject to the necessary financial checks being carried out by the Councils Property Agent being satisfactory*. **The Council unanimously agreed this motion**
25/10/16 WTC	**Closed meeting at 8.04pm**

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APPENDIX 1

Woodstock Town Council
New Doctors' Surgery Working Group Meeting 18th August 2025
Notes for Oral Report from Cllr Sarah Williams, Deputy Mayor

In attendance: Cllrs Ann Grant (Mayor), Cllr Williams (Deputy Mayor & WG Chair), Cllr Julian Cooper, Cllr Maurice Connolly, Ms. Delma O'Brien, Mr. Andrew Rein, Mr Stan Scott

The Group was informed that the full results from the responses to the Council Newsletter about the new Doctors' Surgery would not be available until after the Clerk's return to work on 26th August. However, responses so far have been overwhelmingly in support of Council's position, with only two responses expressing some reservations as to costs and feasibility.

Discussions were held on:

- The 2022 Osmond Tricks Consultants report included in the McCarthy Stone refused 2024 planning application Supplementary Documents (Appendix 6 pp 89-98)
- The Planning Bureau letter sent to objectors to the McCarthy Stone 2024 planning application
- The potential appeal against the refusal of their planning application by McCarthy Stone and how Council should respond
- Why Blenheim Estate were working with McCarthy Stone in regard to this site, whereas all other developments were going forward through Pye Homes
- The extent of the existing catchment area for the Woodstock Surgery

It was agreed that:

- The results of the responses to the Council's Newsletter would be disseminated as soon as possible on the WTC website and noticeboards and to all the neighboring villages
- The Clerk would be asked to seek a quotation from architects Corstorphine & Wright for the cost of a feasibility study of the potential of the TVP site for a new doctors' surgery
- The Clerk would be asked to arrange a meeting between the Mayor and Deputy Mayor, Cllrs Julian Cooper and Elizabeth Poskitt, and Calum Miller MP to seek to resolve the current disconnect between the Town's wishes and his Stakeholders Steering Group's position
- The Clerk would be asked to arrange a meeting between the Mayor, the Deputy Mayor and the members on the Stakeholders Steering Group representing BOB ICB
- The Mayor and Deputy Mayor would research the detailed grounds for refusal of the McCarthy Stone planning application in order inform Council of their findings
- Residents would be informed that the Planning Bureau letter sent to objectors to the McCarthy Stone planning application was sent on behalf of McCarthy Stone, who own The Planning Bureau, in order to get a review of objections before potentially launching an appeal. It was also felt worthwhile informing residents that McCarthy Stone are currently under investigation by the Parliamentary Housing Committee
- The Deputy Mayor and experienced specialist Delma O'Brien would formulate a series of press releases about the current situation with the new doctors' surgery to be brought back to Council for approval and, if deemed appropriate, subsequent dissemination to the media

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 11th November 2025

Cllrs. Present: Cllrs Grant (Mayor) Williams (Deputy Mayor), Addis, Banbury, Connolly, Cooper, Muthoni, Poskitt, Spencer-Churchill, and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov

OCC: Cllr Andy Graham

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 10

25/11/01 WTC	**1. Apologies for Absence** Apologies were received from Cllrs Parnes OCC Cllr Graham had sent his apologies as he would be arriving later.
25/11/02 WTC	**2. Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • Item 4 Cllr Cooper declared an interest as member of WODC Uplands Committee • Item 4 Cllr Poskitt declared an interest as member of WODC Uplands Committee • Item 4 d & Item 15 Cllr Spencer-Churchill • Item 4 d Cllr Wheatley – Neighboring Home • Item 10 Cllr Connolly as he lives adjacent to the Water Meadows • Cllr Banbury declared an interest as a Memorial Garden Trustee
25/11/03 WTC	**3. Public Participation** **The Mayor adjourned the meeting for Public Participation.** **4 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council regarding the community Benefit if the Botley West Solar Farm goes ahead and on Community Emergency Policy • **Speaker 2:** Addressed the Council regarding item 11 on the Agenda Public Conveniences • **Speaker 3:** Addressed the Council requesting a reply to the letter that had been sent • **Speaker 4:** Addressed the Council regarding a reply to the letter that had been sent **Meeting reconvened**
25/11/04 WTC	**4. Planning** To consider the Councils response to the following consultations, applications and appeals: a) Application Number: 25/02464/HHD Location: 18 Park Street Woodstock Oxfordshire Description: Erection of greenhouse These applications are in or affecting the Woodstock Conservation Area **The Council agreed unanimously that it had no objection to the application.** b) Application Number: 25/02636/HHD

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	Location: 27 Boundary Close Woodstock Oxfordshire Description: Erection of single storey front extension and loft extension with associated works Town and Country Planning Act • Cllr Poskitt declared a pecuniary interest and at 7:13 pm left the meeting at this point whilst the Council discussed this planning Application **The Council agreed unanimously that it had no objection to the application.** • Cllr Poskitt came back into the meeting at 7:14 pm c) Application Number: 25/02616/HHD Location: 78 Cowells Road Woodstock Oxfordshire Description: Erection of a single storey rear extension Town and Country Planning Act **The Council agreed unanimously that it had no objection to the application.** d) Planning Appeal Hearing Planning Inspectorate Appeal Reference: APP/D3125/W/25/3367995 Original Application Number: 24/02755/FUL Site Address: Thames Valley Police Station Hensington Road Woodstock Description of Development: Erection of retirement living accommodation with communal facilities, car parking, landscaping and associated works **The Council noted that the date of the Appeal Hearing has been changed from 2nd December 2025 to 17th December 2025.** **The Mayor reminded the Council that a meeting with their professional advisors was booked for Monday 24th November 2025**
25/11/05 WTC	**5. Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 14th October 2025 **The Draft minutes of the Town Council meeting held on Tuesday 14 October 2025 were agreed as an accurate record with no amendments.**
25/11/06 WTC	**6. Mayor and Clerks Reports** a) To receive an oral report from the Mayor I would like to thank all who attended on Remembrance Sunday and our staff that worked tirelessly to make the day go smoothly. Our new Caretaker Hannah was in The Town Hall on Sunday from 5.30 am ensuring all was spick and span, which it certainly was. They all worked very hard to ensuring that there were no parked vehicles in front of the War Memorial, placing Road Closure signs and putting the Speaker system in place and afterwards, colleting everything back in again at the end of the Parade retuning to the Town Hall to help with the reception and clearing up afterwards. Grateful thanks to Eloise of EP Catering for the splendid refreshments and grateful thank to Tom our Trumpeters for playing the Last Post and Reveille so splendidly lovely feedback form this has been received. Thanks also to Reverend Sarah Bourne who work with the Council (which incidentally we started in January) ensuring the event was presented in the way it should be. Thank you also Sarah for the lovely Church Service I have had so much feedback as to how beautiful it was, with attendance of least 200 people. b) To receive a report from the Clerk • **Missing approved minutes on the Website.** It was brought to my attention that the approved Council minutes listed below were not uploaded to the WTC website, despite hard copies being available in our records. The following approved minutes were missing on WTC website: o *Tuesday, 14 March 2023*

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	○ *Friday, 22 July 2022* ○ *Thursday, 11 November 2021* ○ *Thursday, 4 November 2021* These gaps occurred prior to my employment. The minutes have now been/will be uploaded to the WTC website to ensure full transparency and public accessibility. • **Contact Information Sharing Agreement** The newly appointed councillor Muthoni confirmed her consent to share her personal telephone number with the other councillors. This information is to be used strictly for internal communication related to council work and must not be disclosed to any third parties.
	Recommendation: It is suggested that all councillors consider reciprocating by sharing their personal telephone numbers with the new councillor, under the same terms of confidentiality and work-related use only.
	The Council agreed unanimously the recommendation • **Grants Applications for Financial Year 2026/2027** The Council is now accepting grant applications for the financial year 2026/2027. The deadline for submissions is 5th December 2025. All received applications will be reviewed and discussed at the January 2026 Council meeting, with approved grants scheduled for payment in April 2026. Full details on how to apply, along with the application form, are available on the council's website. Please follow the link below: https://woodstock-tc.gov.uk/applications-for-woodstock-town-council-grants-are-now-being-accepted/ • **WTC website** Access to the Council's website is currently unavailable due to a technical issue, chich the support company is working to resolve.
25/11/07 WTC	**7. County and District Councillors Reports** To receive oral reports from: a) OCC Cllr Andy Graham The report had been received too late to be included in the meeting. Cllr Graham had sent his apologies as he would be late attending the meeting b) WODC District Cllr Cooper and Cllr Poskitt • Cllr Grant asked why Woodstock was not included in the list of meeting places regarding the WODC Local Plan • Cllr Poskitt said not all the Towns and Villages have a meeting but Woodstock residents could go to any of the meetings listed in the report • Cllr Connolly question the inclusion of some small development site may be acceptable. • Cllr Poskitt listed the ones in Woodstock we already aware of. • Cllr Connolly reminded Council of possible number on the Banbury Road new site being extended to 1000 Cllr Cooper gave an overview of the planning ruling on small sites and stated then anyone can submit a planning application for any site.

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25/11/08 WTC	**8. Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st October 2025. **In accordance with *Financial Regulation 2.6*** *At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.* **The Council unanimously agreed for the Mayor to sign the Bank reconciliation for the period ending 31st October 2025.** **Cllr Grant (Mayor) duly signed the reconciliation for the period ending 31st October 2025** b) To note the Payments Report for October 2025 (Total £32,396.70 including VAT) **There being no questions on the list of payments, the Council unanimously agreed to accept the list of payments for October 2025.** c) To note the Receipts Report for May 2025 (Total £23,113.26 including VAT) **There being no questions on the list of receipts, the Council unanimously agreed to accept the list of receipts for October 2025.** d) To note the Cost Centre Report for October 2025 **There being no questions on the Cost Centre, the Council unanimously agreed to accept the Cost Centre for October 2025.**
25/11/09 WTC	**10. Property** a) To receive a report from the Property Agent for <u>information only</u> **The Council noted the information in the Property Report with no questions.** **Supplementary Property report** received as additions to the report 9a with regard to the letting of 6 Park Street. After some discussion **WTC agreed unanimously to the formal application of applicant to lease 6 Park Street for a period of years at a rent of £18,000 per annum, subject to the necessary financial checks being carried out by the Councils Property Agent being satisfactory.** b) Lease Renewal **The Council agreed unanimously to the following recommendations** • **That the Council approve the lease for the tenant at the Community Centre, including the tenant only 5 year break clause consistent with the terms of eth precious 10 year lease.** • **To agree for the Mayor and Clerk to sign and seal the final agreed lease.**
25/11/10 WTC	**10. Environment** To receive a report from Cllr Wheatley **The Council agreed unanimously the following recommendation** **a) To consider further works with the previous contractor for the Water Meadows.** • The Clerk will contact the Contractor **b) Request an ecological review of the Water Meadows by BBOWT.** • Quotes will be needed • Cllr Cooper suggested contacting the RSPB to see if they could help • The Clerk will look into this **c) That the cost of a public survey be sought to consider priorities for playground improvements.** • The Clerk will look into the cost of a survey

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	d) To obtain quotes for the trees at Hensington Road Cemetery to prevent wall damage. • The Clerk will sought quotes **e) Organise a public event to celebrate the official designation of the Water Meadows as a Local Nature Reserve.** • To be considered once the LNR status has been given. Cllr Muthoni left the meeting at 7:45 pm.
25/11/11 WTC	**11. Public Convenience** To receive a report Cllr Cooper requested that the Clerk look into the original deeds of the Browns Lane Premises to define if when the Council had turned the building over to WODC there were any clauses to state that should the property be sold WTC has rights to a proportion of the profits **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Williams** WTC after some consideration agrees that: ***Due to the costs they would inherit and the burden being imposed the residents through the precept having to be raised considerably it is not in the Council or residents best interest to take over either of the Public Conveniences offered by WODC .*** ***It is noted however, that WODC are intending to continue keeping the Hensngton Road Conveniences open if WTC are not wishing to take them over.***
25/11/12 WTC	**12. Hensington Road Car Park Consultation** To receive a report from the Clerk After discussion **The Council unanimously agreed they objected to the Changes that WODC had suggested for the change in parking times for the Hensington Road Car park and agreed that. The clerk be given delegated power to collated objectionable remarks and compose a strong letter to WODC on behalf of the Council.** The Mayor also reminded the Council that there was a survey being carried out for individual comments
25/11/13 WTC	**13. Election (Polling Cards)** To receive a report from the Clerk *A Notice of Election will be displayed on Thursday 13 November 2025 for the election on 18 December 2025. Nomination papers can be obtained from WODC and WTC, and the deadline for submitting them to WODC is 4:00 pm on Friday 21 November.* After a short discussion the Mayor called for a vote: **For 1 Against: 9 Abstained: 0** **The Clerk will inform WODC that WTC does not wish to use Polling Cards for this Election**
25/11/14 WTC	**14. Holiday Seasons Closure Dates** To receive a report from the Clerk **The Council unanimously agreed the Christmas and New Year closing date as follows:** ➢ <u>Christmas and New Year Closure Dates:</u> • **Half-day closure:** *Wednesday, 24th December 2025*

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	• **Full closure:** *Thursday, 25th December 2025* • **Full closure:** *Friday, 26th December 2025* • **Full closure:** *Monday, 29th December 2025* • **Full closure:** *Tuesday, 30th December 2025* • **Full closure:** *Wednesday, 31st December 2025* ➢ New Year • **Full Closure:** *Thursday, 1st January 2026* • **Full Closure:** *Friday 2nd January 2026* **The Town Hall and Community Centre will re-open on Monday 5th January 2026** **The Town Hall and Community Centre will be closed and not operating during this period.** **In the event of an emergency, please use the following contact numbers: 07768 564839 and 07768 564842.**
25/11/15 WTC	**15. New Drs' Surgery** To receive a report from Cllr Williams **Cllr Williams** asked if there were any questions on her report **Cllr Grant** asked if there was any definition as to what the public consultation would be about. **Cllr William** replied not at all
25/11/16 WTC	**16. Remembrance Sunday Wreaths Donation** To receive a report from Cllr Grant **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Williams** *WTC agrees to donate £100 from the Public Engagement (Events Budget) to the Royal British Legion for supplying the Poppy wreaths for Remembrance Sunday* **The Council unanimously agreed with this motion**
25/11/17 WTC	**17. Donation for wall brackets for small Christmas Trees** To receive a report from Cllr Grant **Motion: Proposed by Cllr Grant Seconded by Cllr Williams** *That WTC donates £300 towards the cost of securing the wall brackets from the events budget.* **The Council unanimously agreed this motion**
25/11/18 WTC	**18. Speeding Signs** a) To receive a report from the Cllr Poskitt The Council agreed for Cllr Poskitt to continue researching Speeding Signs and bring the information back to another meeting. Cllr Poskitt also produced a 20 mph temporary sign that WODC would provide for us to use in the meantime. **The Council agreed for these to be used** b) Community Speed watch The Council thought this a good idea and the Clerk was asked to research into what it entails. Cllr Poskitt said we may find the Pitching Hill area to be difficult due to the narrow paths being so close to the road

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25/11/19 WTC	**19. Woodstock Fire Station** a) To receive an oral report from the Clerk with regards to the closure of Woodstock Fire Station. b) To receive a report from the Cllr Banbury. **Motion:** **Proposed by Cllr Banbury** **Seconded by Cllr Grant** *That Woodstock Town Council formally and vigorously oppose the closure of Woodstock Fire Station making clear the Council's commitment to preserving this critical service and advocate for its continued operation.* **Vote:** For: 6 Against: 0 Abstain: 3 **The motion was carried** The Mayor informed the Council that she was waiting hear back from St Mary Magdalene's Church as to the availability to book the Church for a Town Meeting on Tuesday 2nd December 2025
25/11/20 WTC	**20. Close Meeting at 8:25 pm**

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council Budget meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 25th November 2025

Cllrs. Present: Cllrs Grant (Mayor) Williams (Deputy Mayor) Banbury, Connolly, Cooper, Muthoni, Poskitt, and Wheatley

In Attendance: Town Clerk: Valentin Lavdakov

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 5

25/11/21 WTC Budget	**Apologies for Absence** Apologies for absence were received from Cllrs Addis, Parnes and Spencer-Churchill. Cllr Muthoni arrived at 7.05 pm
25/11/22 WTC Budget	**Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • Item 9 Cllr Cooper declared an interest as member of the Youth Club Committee • Item 4 Cllr Poskitt declared an interest as member of WODC Uplands Committee
25/11/23 WTC Budget	**Mayor and Clerks Report** a) To receive an oral report from the Mayor At the meeting of 11th November I omitted to thank Blenheim for providing the Stewards for the Road Closure which is part of the condition of a Road Closure License, so with apologies I convey grateful thanks to Blenheim. Mentioned also at the meeting on the 11th was the suggested closure of the Woodstock Fire Station. I have called a Town Meeting in St Mary Magdalene Church Woodstock on Thursday 4th December 2025 at 7 pm to discuss this and hope you will all be able to attend and please spread the word. b) To receive an oral from the Clerks There had been no application received at WODC for the Vacant position on the Woodstock Town Council. There will therefore be another election called which is expected to be in January 2026 date to be confirmed The Mayor informed the Council that part (b) of the Clerks Report would be moved to the end of the Agenda to be taken in confidential session due to the sensitivity of the content.
25/11/24 WTC Budget	**Planning** Cllr Cooper left the meeting at 7:02 pm To consider the Councils response to the following consultations, applications and appeals: Cllr Muthoni arrived at the meeting at 7:05 pm. a) Application Number: 25/01633/RES Location: Land North Of Hill Rise Woodstock Description: Reserved Matters application pursuant to Outline Planning Permission 25/00766/S73 for layout, scale, appearance and landscaping for a development of 132 dwellings, a parking barn,

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	with associated infrastructure, open space, engineering and ancillary works, and the discharge of conditions 7, 8, 9, 10, 12, 13, 14, 15,16, 17, 21,22. (Amended description). Town and Country Planning Act **The Council agreed unanimously that it had no objection to this application.** b) Application Number: 21/00189/FUL Location: Land North Of Hill Rise Woodstock Description: 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). Town and Country Planning Act **The Council unanimously agreed to submit the following comments:** • **Fully agreed with the Comments made by Oxfordshire County Council** • **Fully agreed with the Crime Officers comment and WTC have never agreed regarding Parking Barns** • **Agreed with the Ecological comments** • **Draw attention to the Planning Authority regarding the need to look after the Sky Larks habitation**
25/11/25 WTC Budget	**Environment** Cllr Cooper returned to the meeting at 7:10 pm a) Environmental Working Group To receive a report from Cllr Wheatley **Motion:** **Proposed by Cllr Wheatley** **Seconded by Cllr Grant** ***WTC agrees that: Cllr Muthoni joins the Environmental Working Group*** **The Council unanimously agreed for Cllr Muthoni to join the Environment Working Group** b) Small Christmas Trees in Town Centre To receive a report from Cllr Grant **Small Christmas Trees in Town Centre** To discuss the cost of erecting the small Christmas trees in the Town Centre and support of funding. The cost of erecting the Small Christmas trees on the Town Centre building is £500. Woodstock Council has been approached to help with this funding. These small Christmas Trees with lights enhance Woodstock through the festive season for all to enjoy. **Motion:** **Proposed by Cllr Grant** **Seconded by Cllr Cooper** ***WTC agrees to fund at the cost of £500 placement of the small Christmas trees with lights on the buildings in the town centre from the Christmas Lights Budget*** **The Council unanimously agreed this motion**

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25/11/26 **WTC** **Budget**	**Property** To receive a quote for Roof Works for 2 Park Street **Property Report** 2 Park Street After inspection of the property, multiple issues have been found. Proposed works: - To replace the missing and slipped tiles re-dress the lead flashing on the chimney stack re-point the ridges and some of the verges. - To replace the flat roof on the garage as it's leaking and damaging the stonework this will be replaced with a 3-layer torch on system. All work can be carried out a fixed price off £6,500 excluding VAT All works are guaranteed for 10 years. This work is urgent and we have only one quote to date **Recommendation:** WTC accepts the quote of £6,500 plus VAT for the urgent roof work needed on Park Street Funds to be allocated from Property Reserves **The Council unanimously agreed with this Recommendation**
25/11/27 **WTC** **Budget**	**Double Yellow Line Consultation** To note a report from Cllr Parnes The Council noted the report from Cllr Parnes with regard to the Oxfordshire Council not following due process with regard to the introduction of Yellow Lines Parking Restrictions. • The Mayor suggested this report be forwarded to the relevant department at OCC **The Council unanimously agreed with this suggesting**
25/11/28 **WTC** **Budget**	**Interim Internal Audit Report for 2025/2025** To note the report **The Clerk assured the Council that all recommendations in the report were in the process of being followed**
25/11/29 **WTC** **Budget**	**Draft Budget** To receive a draft budget for 2026/2027 financial year After much discussion **The Mayor Cllr Grant proposed and Seconded by Cllr Williams** That: ***The Draft Budget be deferred to the next meeting*** **The Council unanimously agreed to this proposal** Cllr Grant reminded Councillors that they had had access to the Draft Budget for a week and had not submitted any questions to the Clerk. She asked that, now having more time to review, Councillors submit any questions to the Clerk for consideration and response at the next meeting. Cllr Banbury left the meeting at 7:56 pm
25/11/30 **WTC**	**Part of the Clerks Report moved to here due to the delicate nature of the business**

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Budget	**Confidential** **Proposed by Cllr Grant** **Seconded by Cllr Williams** **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.* **The Council unanimously agreed to move into a Confidential session** **The Internal Auditor identified an error in HRMC Employment Allowance** The Mayor stated that the Clerk had done a great deal of research on this issue since it was flagged up in the Interim Audit to ensure all Councillor were in view of the full facts. **The Council conveyed their grateful thanks** **The Council unanimously agreed the following proposals:** a) The Council gave the Clerk delegated power to arrange immediate payment of the underpaid NI contributions resulting from the incorrect application of the Employment Allowance by the Council's payroll provider from November 2022 to date, estimated at around £12,000. The Council approved a budget of up to £15,000 from the 25/26 Staff Salaries budget to prevent any potential HMRC penalties. b) To continue working with the Payroll Company to achieve this payment through the correct channels. c) To seek legal advice from the Council legal advisers regarding any action to be taken with the 3 Professional Companies employed by the Council involved in this case.
25/11/31 WTC Budget	**Close Meeting at 8:25 pm**

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 9th December 2025

Cllrs. Present: Cllrs Grant (Mayor) Connolly, Cooper, Muthoni, Parnes (arrived at 7:05pm), and Poskitt

In Attendance: Town Clerk/RFO : Valentin Lavdakov

OCC: Cllr Andy Graham

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 12

25/12/01 WTC	**Apologies for Absence** Apologies for absence were received from Cllrs: Addis, Banbury, Spencer-Churchill, Wheatley and Williams (Deputy Mayor)
25/12/02 WTC	**Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • Item 4 Cllr Cooper as member of the WODC Uplands Sub-Committee • Item 4 Cllr Poskitt as member of the WODC Uplands Sub-Committee • Item 8 Cllr Grant as she lives in one of the mentioned Streets • Item 8 Cllr Connolly as he lives one of the mentioned Streets • Item 8 Cllr Muthoni as she lives in one of the mentioned Streets
25/12/03 WTC	**Public Participation** **The Mayor adjourned the meeting for Public Participation.** **3 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council on the Draft Budget • **Speaker 2:** Addressed the Council on the Draft Budget • **Speaker 3:** Addressed the Council regarding the St Mary Magdalene's Clock **Meeting reconvened**
25/12/04 WTC	**Planning** To consider the Council's response to the following consultations, applications and appeals: Cllr Cooper left the meeting at 7:10 pm a) Application Number: 25/02863/LBC Location: 7 Hensington Road Woodstock Oxfordshire Description: Internal refurbishment works to include changes to layout, exposure of fireplaces and installation of roof insulation. Planning (Listed Building and Conservation Areas) Act **The Council agreed unanimously that it had no objection to the application.** b) Application Number: 25/02870/FUL

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Location: Land North of Hill Rise Woodstock

Description: Temporary provision of a Sales and Marketing Suite with associated parking and landscaping for a period of 5 years

Town and Country Planning Act

The Council agreed unanimously that it had no objection to the application.

c) Application Number: 25/02871/ADV
Location: Land North of Hill Rise Woodstock

Description: Erection of various non-illuminated signage

The Town and Country Planning (Control of Advertisements) (England) Regulations

The Council agreed unanimously that it had no objection to the application.

d) Application Number: 25/02667/LBC
Location: 16 Oxford Street Woodstock Oxfordshire

Description: Replacement of two awnings, alterations to hanging sign and painting exterior woodwork, all to front elevation.

Planning (Listed Building and Conservation Areas) Act

These applications are in or affecting the Woodstock Conservation Area.

The Council agreed unanimously that it had no objection to the application.

But Council made comment regarding the odd visual appearance as the Canopies are of different design

e) Application Number: 25/02669/ADV
Location: 16 Oxford Street Woodstock Oxfordshire

Description: Replacement of two awnings and alterations to hanging sign, all to front elevation and non-illuminated.

The Town and Country Planning (Control of Advertisements) (England) Regulations

These applications are in or affecting the Woodstock Conservation Area.

The Council agreed unanimously that it had no objection to the application.
But Council made comment regarding the odd visual appearance as the Canopies are of different design

Cllr Cooper back to the meeting at 7:15 pm.

25/12/05 WTC

Minutes from Previous Meetings
To consider for approval the following draft minutes of the Town Council meetings:

a) Draft Minutes of the Town Council meeting held on Tuesday 11th November 2025

The Draft minutes of the Town Council meeting held on Tuesday 11th November 2025 were agreed as an accurate record with the following amendments:

- Page 2 25/11/06 WTC a) Burn to read as Bourne
- Page 3 25/11/07 WTC a) Connelly to read as Connolly
- Page 3 25/11/07 WTC a) Road site to read as Road new site

The Mayor duly signed the Draft minutes of the Town Council meeting held on Tuesday 11th November 2025

b) Draft Minutes of the Town Council Budget meeting held on Tuesday 25th November 2025

The Draft minutes of the Town Council Budget meeting held on Tuesday 25th November 2025 were agreed as an accurate record with the following amendments:

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	- Page 1 25/11/24 WTC 7:04 pm to read as 7:05 pm **The Mayor duly signed the Draft minutes of the Town Council Budget meeting held on Tuesday 25th November 2025**
25/12/06 WTC	**Mayor and Clerks Reports** a) To receive an oral report from the Mayor The Town Meeting on Thursday evening (4th December 2025) regarding the closure of Woodstock Fire Station was very informative and conclusive as to residents' support for our local firefighters and the need for retaining our local station. The valuation morning on Saturday with Charles Hanson Auctioneer was very interesting and great fun. He kindly valued some of the Council's Treasure too. Just to remind you all, the Mayor and Councillors' Carols are on Saturday 13th December 2025 at 6pm. If Councillors could arrive at the Town Hall around 4.30 pm to help set up and go round with the collection for the Lunch Club. Mr. Nick Tonks has kindly sponsored the Mulled Wine and Mince Pies and will be attending to serve which I'm sure we all very much appreciate. The Rector will be present to give a Christmas Blessing. Some Primary School Children are coming to sing for us and we have the Brass Band so weather being kind it should be a lovely seasonal event which hasn't happened since 2019. **I give special thanks our Staff who amongst all their other work have supported me with all events.** b) To receive a report from the Clerk • **Boiler Issue – Town Hall** The boiler in the Town Hall has been repeatedly failing and is currently not functioning properly. An engineer attended and identified problems with the system's water pressure and with the water tank located in the loft. These issues require further investigation to confirm the full extent of the faults. The company responsible for servicing the boiler will provide a detailed quote for the necessary repairs once their assessment is complete. • **Fire Door Survey** As part of the Fire Risk Assessment, the Fire Doors at the Town Hall require assessment, maintenance, and possible repair. The necessary work has been identified at a cost of £690 excluding VAT. This urgent work has been approved by the Clerk and the Mayor in accordance with the Financial Regulations. The full scope of work can be obtained from the Office of the Town Clerk. • **Cherwell Local Plan** The provisional dates for the first week of Hearing Sessions of the Examination of the Cherwell Local Plan, are now confirmed. The first week of hearing sessions will take place over four days opening at 10.00 am on Tuesday 17th February 2026. The venue for these hearings is the Council Chamber, Cherwell District Council, 39 Castle Quay, Banbury, Oxfordshire, OX16 5FD Key dates for the Examination:- • Deadline to confirm if you wish to exercise your right to be heard at the week 1 hearing sessions, if you made a relevant representation seeking a change to the Plan, indicating the appropriate Matter and Hearing Session - 5.00 pm Monday 22 December 2025. • Deadline for Hearing Statements: 5.00 pm Monday 19th January 2026 • Opening of the Hearings: 10.00 am Tuesday 17th February 2026. Cllr Parnes reminded Cllr they can also make presentation individually.

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25/12/07 WTC	**County and District Councillors' Reports** To receive oral reports from: a) OCC Cllr Andy Graham **Cllr Graham** reported on • The Cherwell District Plan hearing and he would certainly attend and convey the concerns as he thought it is ill thought out and advised WTC they may like to consider the objections from WODC which may help WTC with their presentation • Re-opening of Campsfield House Langford Lane Kidlington (this is a Government directive) and had requested that WTC be kept up to date with this process ***The Mayor*** *confirmed WTC had received updates* Today at County Council it was agreed by 62 votes to 2 to agree to put forward the devolution, expression of interest on the joint Mayoral Authority so that Berkshire and Oxfordshire come together for that body and it is important to get that in because of the potential investment which will be of benefit to everyone in Oxfordshire and Berkshire as well as insuring of investments being detached from Government it goes through to that Mayoral Authority which is represented by leaders of Councils and means that strategic decision a lack of joined up thinking on infrastructure and issues of that nature means it comes down to another level. It may not come down as far as we might want it to but at least is in the right direction • At the Doctors Steering Group meeting the key site for the Doctors' Surgery has the Owen Mumford site subject to feasibility and funding was still being negotiated and was waiting for the District Valuation Officer's consideration and would be made in January. He had undertaken to conduct a feasibility study of rural transport with the issue of transport from the surrounding villages and from the Town itself. It is important that if the site, funding and planning is agreed it is essential that the transport issues are looked at prior to this • Cadogan Park, he has been working with the residents a considerable amount of time, you will remember that were a lot of complaints about Blenheim Events and particularly the Christmas Events which were impacting on that area particularly. At the moment there have been some arrangements but they are not enforceable but they look enforceable but at the moment it does state there is no parking and it seems to be working. If this proves not to work then there is another set of proposals that will come forward if this not the case. The other thing is about the parking generally down there, there are some public safety issues, particularly in Princes Ride and onto Flemings Road, bends around there are very dangerous people are parking on those corners and it makes it very difficult to navigate, the bus going round there overtaking parked cars on a bend is just not acceptable and a consultation that was done with the residents there is a scheme that is coming forward in January 2026 as a result of that. It's not going to be everything for everyone but the most important thing is that if you address some of the public safety issues and is overall an improvement, he was all for it, but having said that let's not get complacent because there may still be issues that we may need to look at again. He thought it was progress. **Cllr Grant:** I know you said to me that you had seen the letter WTC are going to talk about later, and you mentioned just now public safety issues, most of Brook Hill has not got a footpath and neither has Green Lane it's a public hazard with all the cars that park there **Cllr Grant** informed **Cllr Graham** that there was a member of the public in the audience wanted to ask a question. Are you happy to take the question? **Cllr Graham** agreed to accommodate the question but mentioned he had no had prior notice **Question to Cllr Graham from a member of the public** I am confused, I came to hear condemnation of the plan to close Woodstock Fire station and all I've heard is about the meting the other evening. This will impact on the whole town, and town is horrified about the prospect of Firefighters having to come many miles to fires accidents and floods in this area. You would have known about this plan for some time I guess as a County Councillor and I guess there are not many details that you don't already know, I wonder how many more details you need to know before you represent us and strongly oppose the proposal.

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Reply from Cllr Graham: Firstly I didn't know all the details you supposed I did. There has always been talk about the Fire Station/ Service but the actual remodelling of the Fire Service overall across the County, I actually didn't know about what has actually been happening but when I did get to know about it, I have looked at some of the details and I have found there are elements of it that are missing.

An update today, I met with Fire Brigade Union who were at County Hall and looking at where do we go from here, there are bits of data that have been challenged, there are bits of information there seems to have been lack of real engagement shall we say, with the Fire Brigade Union.

With my small amount of influence, I have suggested that perhaps once consultation is over that the Fire Brigade Union have an engagement with the chief Fire Officer over the missing elements because that needs to be addressed before a decision is made, it is not me that makes the decision, I hope this will be helpful but at the end of the day it is about remodelling the Service, the Fire Brigade and Chief Fire Officer are in agreement with that, but what it is and how it is, needs to be carefully thought through and I think it needs reflection of what has been put out there and therefore adjustments and I have heard from the County Councillor that does make that decision and it has been said very clearly today, it could well be that the proposals will be changed and modified when that is taken into account. So let's wait and see, the process is there, that's the update and thank you for reminding me.

Cllr Connolly said he felt annoyed that it was only now that the Owen Mumford Site had been mentioned as the favoured site, we have heard a lot of noise from the Steering Group a lot of about other suggested site but the Owen Mumford site had not been mentioned. He said he actually asked Calum Miller MP in April about the Owen Mumford site and he said that the OM site wasn't even on the short list at this stage. He would just like to point this out.

Cllr Parnes, thanked **Cllr Graham** for the update on the reopening of Campsfield House and making sure the update from the Home Office reaches WTC. In the information given it states this will not impact on the Nation Health service. I cannot be sure how this can be true, as the budgets are so limited it is going to be another element that is competing for funds if you would be able to clarify this or perhaps something the WTC should follow up it would be welcome.

One other thing is regarding the Fire Station consultation is whether you would accept the actual Consultation document is fundamentally flawed. The assumptions and calculations that it offers for consideration don't show the Data sets nor the basis and it states external entities considered it but we don't even know who they are and how they have gone about their conclusion. The main duty of any Council going about a consultation is to ensure people have enough information to make some kind of informed opinion and this is really lacking here and I was really just about to submit a formal complaint to the County Council tomorrow regard there not being enough information.

Cllr Graham: It's a good point you raise and I think it should be dealt with. I think you should raise this issue and if you copy me in I will follow it up. The Chief Fire Officer issued a paper yesterday that clears up some of the misconceptions which does clarify things but I'm never satisfied just on that alone, I want to be absolutely 100 % sure as to get this right is so important for safety and if the Data isn't correct then why was this put out but if it is correct then please let us have an understanding of it.

Cllr Graham left the meeting at this point

b) WODC District Cllr Cooper and Cllr Poskitt

The Council received a written report from the District Councillors

Cllr Cooper asked if there were any questions

Cllr Grant asked with regard to the final item Fire Stations motion on the paper and the indication stating

We can discuss the outcome (there may be amendments) of this motion at WTC meeting and should the Council discuss amendments

Cllr Poskitt said no this has been superseded by the item being referred to the Scrutiny Committee.

Cllr Parnes asked if the Scrutiny Committee conclusion would then go to full WODC Council for decision**.**

Cllr Cooper said no as the Scrutiny Committee had been awarded delegated power.

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25/12/08 WTC	**Parking** To receive a letter from a resident **This item was deferred to the January 2026 meeting**
25/12/09 WTC	**Double Yellow Line Consultation** To receive a report from Cllr Parnes **Motion:** **Proposed by: Cllr S Parnes** **Seconded by: Cllr Grant** *a) Woodstock Town Council RESOLVES to request Oxfordshire County Council suspend the closing date of the open consultation on double yellow lines depicted as for being for the Cadogan Park estate (which is mis-depicted and not commonly recognised in the town), and requests that OCC subsequently extend or restart the consultation after addressing the perceived consultation flaws described in the 10 bullet points of the attached paper (to be provided to OCC for public response) and rectifying the consultation and its associated public materials accordingly.* **Cllr Grant** suggested the following amendment b) *For a full parking review for the whole of Woodstock especially concerning the problem with displaced parking causing public hazards* **Cllr Parnes** agreed the amendment. The full motion was put to the vote **The Council unanimously agreed the full motion** A report from Cllr Parnes, presented at the WTC Budget meeting on 25th November, is attached to these minutes as Appendix 1.
25/12/10 WTC	**Property (Community Centre Kitchen)** To receive quotes for the Community Centre kitchen refurbishment **Recommendation:** a) To agrees to **Company A** at a cost of £23,274 including VAT to carry out the refurbishment of the Community Centre Kitchen. b) Action: To inform Breckon & Breckon of the Council's decision and confirm the starting date. This will need to be after the 7th January 2026 so that the Lunch Club can have enjoyed their Christmas Lunch Party and giving plenty of Notice to all users of the Community Centre including the lease holders of the Units. **The Council unanimously agreed this motion**
25/12/11 WTC	**Environment (Play Area Improvements)** To receive a report including a quote for the additional work **Recommendation:** To increase the allowed spend for play area improvements from £ 8,442.16 to £9,498.86 excluding VAT (an increase of £1,056.70 excluding VAT) **The Council unanimously agreed this recommendation**

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25/12/12 WTC	**Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th November 2025. **The Council unanimously agreed for the Mayor to sign the Bank reconciliation for the period ending 30th November 2025.** **Cllr Grant (Mayor) duly signed the reconciliation for the period ending 30th November 2025** b) To note the Payments Report for November 2025 (Total £54,026.28 including VAT) **There being no questions on the list of payments, the Council unanimously agreed to accept the list of payments for November 2025.** c) To note the Receipts Report for November 2025 (Total £14,375.11 including VAT) **There being no questions on the list of receipts, the Council unanimously agreed to accept the list of receipts for November 2025.** d) To note the Cost Centre Report for November 2025 **There being no questions on the Cost Centre, the Council unanimously agreed to accept the Cost Centre for November 2025.**
25/12/13 WTC	**Draft Budget for 2026/2027 financial year** To receive a draft budget for 2026/2027 financial year including the current reserves balance After much discussion with no agreed outcome, the Mayor closed the meeting. • The Budget for 2026/2027 was not agreed and therefore a Precept could not be agreed together with item 13b not being discussed. The Draft budget will be included in the meeting of Tuesday 13th January 2026.
25/12/14 WTC	**20. Close Meeting at 8:43 pm**

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APPENDIX 1

Woodstock Town Council ("Budget" meeting) of 25 Nov 2025
Report by Cllr Sharone Parnes

Perceived Potential Flaws of OCC Parking Restrictions Consultation Survey

Oxfordshire County Council (OCC) has launched a consultation survey (available online since 13 Nov 2025, 06:08 AM at https://letstalk.oxfordshire.gov.uk/woodstock_cadoganpark_parking2025) .

The opening page online states "Please read the detailed information provided on this consultation, and take the time to complete the survey as your views and opinions matter. Your response should be completed and returned by **5pm** on **Friday 12 December 2025**." The survey is titled "Woodstock: Cadogan Park - proposed parking restrictions".

Early review of the draft documents highlights several potential weaknesses and possible fundamental flaws in the consultation:

- The **Statement of Reasons** is minimal, citing only resident complaints and asserting safety improvements, without evidence, consideration of alternatives, or assessment of likely effects or causes, whether displacement from the most recent implementations of parking charge and resident/hotel permit holder areas, or from events which effects may be ameliorated.
- The **consultation survey** publication text refers to "detailed information provided" but the contents are not detailed (per above bullet point) and does not allow residents to comment meaningfully on the proposals or their wider impacts.
- Prospects of further **Parking displacement** to neighbouring streets and the adjacent bowls and tennis club car park is not acknowledged.
- The consultation **does not indicate how the works and/or enforcement will be funded**, limiting residents' understanding of feasibility.
- The consultation **title is misleading**, as it does not reflect that additional streets may be included.
- The **Town Council was not consulted in advance** to provide local knowledge, input or possible support.
- There is no indication of consideration or consultation involving the Bowls and Tennis Club in Cadogan Park, which has its own car park.
- While the **Draft TRO text** seems standard, its lawfulness depends on the adequacy of accompanying materials.
- The consultation may not fully comply with **the Gunning Principles**, which require sufficient information for consultees to give an informed response, including foreseeable effects and consequences.
- Oxfordshire County Council refers to the consultation being about new double yellow lines on parts of the Cadogan Park estate; yet there is no contemporary community recognition or common references to any area in the Town as "Cadogan Park estate."

The Council is advised to note this Report and the issues listed above, and monitor whether OCC addresses them or restarts the consultation to disclose foreseeable impacts, funding, scope, and alternatives to ensure the consultation meets legal fairness standards. The Council is encouraged to consider any further follow-up or decision that it considers appropriate.
# # #

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 13th January 2026

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Connolly, Cooper, Dawson, Muthoni, Poskitt and Wheatley

In Attendance: Valentin Lavdakov **Town Clerk/RFO**

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 14

26/01/01 WTC	The Mayor opened the meeting by informing the Council of the very sad news that had been received over the Christmas Period. The Town Clerk/RFO had sadly lost his Father on the 15th December. Lady Henrietta Spencer Churchill's loss of her eldest son David Gelber on the 11th December and Former County Councillor Ian Hudspeth OBE on 19th December 2025. **The Mayor asked the Council and members of the Public to please stand for one minute's silence as a mark of respect.** **Apologies for Absence** Apologies for absence were received from Cllrs: Addis, Banbury, Spencer-Churchill, and Parnes.
26/01/02 WTC	**Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • Item 4 Cllr Poskitt as member of the WODC Uplands Sub-Committee • Item 8 Cllr Grant as she lives in one of the mentioned Streets
26/01/03 WTC	**Public Participation** **The Mayor adjourned the meeting for Public Participation.** **6 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council on the Plastic Free Woodstock • **Speaker 2:** Addressed the Council on the Draft Budget • **Speaker 3:** Addressed the Council regarding the Water Meadows • **Speaker 4:** Addressed the Council regarding an apology for comments made about the Town Clerk/RFO at a previous meeting • **Speaker 5:** Addressed the Council on requesting a reply to a letter previously submitted • **Speaker 6:** Addressed the Council regarding the proposal to close Woodstock Fire Station **Meeting reconvened**
26/01/04 WTC	**Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 9th December 2025 Cllr Poskitt proposed an extra entry under minute 25/12/13. Cllr Cooper stated in his opinion the minute was correct.

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	This was put to the vote and due to the result being equal the Mayor used her casting vote and ruled the proposed extra entry would not be entered in the minutes. The Draft minutes of the Town Council meeting held on Tuesday 9th December 2025 were agreed as an accurate record with the following typo amendments: - Page 1 25/12/02 WTC **Cllr Cooper …….Committee** to read as ***Sub-Committee*** **Cllr Poskitt …….Committee** to read as ***Sub-Committee*** - Page 4 25/12/07 WTC a) advices to read as advises **Re-opening of House** to be read as ***Re-opening of Campsfield House*** **At the moment there ha been** to be read ***At the moment there have been*** **thing the parking** to be read as ***thing is about the parking*** **scheme coming** to be read as ***scheme that is coming*** - Page 5 25/12/07 WTC a) **County and** to be read as ***County Councillor*** **remodeling** to be read as ***remodelling*** **I can be sure** to be read as **I cannot be sure** **doesn't sow** to be read as **doesn't show** **The Mayor duly signed the Draft minutes of the Town Council meeting held on Tuesday 9th December 2025**
26/01/05 WTC	**Planning** To consider the Council's response to the following consultations, applications and appeals: *Cllr Cooper left the meeting at 7:23 pm* a) Application Number: 25/03029/FUL Location: 7 The Black Prince 2 Manor Road Woodstock Description: Erection of single and two storey extension to form new kitchen, restaurant and guestroom accommodation. Associated parking and landscaping works. Planning (Listed Building and Conservation Areas) Act b) Application Number: 25/03030/LBC Location: The Black Prince 2 Manor Road Woodstock Description: Internal and external works to include erection of single and two storey extension to form new kitchen, restaurant and guestroom accommodation. Associated parking and landscaping works. Planning (Listed Building and Conservation Areas) Act **The Council agreed to object to this application including** b) under listed building with regard to • Over development of the site • Lack of appropriate Car Parking facilities • The Bio-diversity self-assessment had not been completed • The design and choice of the materials are not in keeping with the area • The Council has not seen any reports regarding the heritage site *Cllr Cooper returned to the meeting at 7:32pm* c) Application Number: 25/01510/OUT (enclosed) Location: Land South Of Perdiswell Farm, Shipton Road, Shipton on Cherwell Description: Outline planning application for the erection of up to 500 dwellings and commercial floorspace (Use Class E) with associate access, open space and infrastructure – All Matters Reserved except for Access **The Council agreed to submit their previous objections and for Cllr Wheatley, Poskitt and Connolly to add further comments to include:**

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	• With Botley West Solar Farm and the Land at Perdiswell Farm being owned by the same people. Destroy the independence of the surrounding Areas • Cllr Cooper remarked that this is a numbers game and the solution would be to build on the old Heyford Air Base and they would not need this site • Education facilities **It was also agreed that the 3 Cherwell Councillors for the area where this land is should be copied into our objection.** **The Council agreed to Cllr Williams will contact the CPRE** d) Public Consultation: Modified Neighbourhood Development Plan for Bloxham Parish (enclosed) The Council noted the Bloxham Parish Plan and requested the Clerk to write and thank Cherwell Council for including WTC in this circulation and welcome being include in the future.
26/01/06 WTC	**Mayor's and Clerk's Reports** a) To receive an oral report from the Mayor I am pleased to inform you that McCarthy Stone lost their appeal for retirement flats on the Old TVP site. Sally Storman from Marrons and Cllr Poskitt presented our objections. Cllr Poskitt for outlining the Appeal case in the WODC report item 7. I attended the Lunch Club Christmas dinner on the 7th January once again this was excellent and enjoyed by all. The facility is purely run by Volunteers and I hope will always get support from WTC. b) To receive a report from the Clerk • Kitchen at the Community Centre: The refurbishment of the Kitchen at the Community Centre will start on 19th January and will continue for 2 – 3 weeks • Playgrounds: The work at the playgrounds will start on 2nd February • Marrons: £6,568 was spent out of the £10,000 agreed budget for Marrons to represent the Council for the appeal. Thus £3,432 left in the budget. • Typographical error on the agenda: After the agenda was released, I noticed a typographical error in the year. The correct date is 13 January 2026, not 2025. The agenda will be corrected and the revised version uploaded to the website. • Draft Budget: I have to inform the Council that there has been a request from a third party that may affect the budget and is subject to the Council's decision. I strongly advise the Council to defer the budget decision and consider this matter at a future meeting, at which time I will be able to provide updated information.
26/01/07 WTC	**County and District Councillors' Reports** To receive oral reports from: a) OCC Cllr Andy Graham **Cllr Graham** had not sent in a report nor attended the meeting b) WODC District Cllr Cooper and Cllr Poskitt Cllr Poskitt gave a short overview of the report outlining the Appeal against the McCarthy Stone development on the old TVP site and how she found the inspector very keen to listen to Woodstock Town Council's representatives, Sally Storman from Marrons Law Company, and herself. **Cllr Cooper:** Congratulated Cllr Poskitt on the speech she had made at the hearing and said it was the finest one he had ever heard her say. The Mayor asked the Council to applaud Cllr Poskitt.

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	Cllr Poskitt informed the Council that the OCC Traffic Advisory Committee would be on Tuesday 27th January 2026 in the Mayors Parlour at 10:00 am and all welcome. The local elections will go-ahead in May 2026.
26/01/08 WTC	**Finance** To approve and sign the following: a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st December 2025 **The Council unanimously agreed for the Mayor to sign the Bank Reconciliation for the period ending 31st December 2025** **Cllr Grant (Mayor) duly signed the Bank Reconciliation for the period ending 31st December 2025** b) To note the Payments, Report for December 2025 (Total £34,748.43 including VAT) **There being no questions on the list of payments, the Council unanimously agreed to accept the list of payments for the period ending 31st December 2025** c) To note the Receipts Report for December 2025 (Total £29,043.13 including VAT) **There being no questions on the list of receipts, the Council unanimously agreed to accept the list of receipts for the period ending 31st December 2025** To note the Cost Centre Report for December 2025 **There being no questions on the Cost Centre, the Council unanimously agreed the Cost Centre for December 2025**
26/01/09 WTC	**Hire Charges for use of rooms at Town Hall and Community Centre** a) To review the current hire charges for Town Hall and Community Centre rooms **The Council agreed not to increase the Daily Private Business Letting Charges.** **These charges to be brought back to Council in 6 months' time with the actual fund.** **Weddings: From 1st April 2026** **Weekdays: Parlour to remain the same at £400** **Assembly to be increased from £400 to £450 due to the extra work when using this room** **Weekends/Bank Holiday: Mayors Parlour increased to £450** **Assembly Room increased to £500** **Naming Ceremonies remain at £150** **Renewal of Vows remain at £175** b) To review the current burial charges for the Cemeteries **The Council agreed the following increases From 1st April 2026**

Exclusive Burial Rights	Current Fees	Agreed increase 13.01 26
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)	£374	£400

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Purchase of Exclusive Right for the interment of cremated remains in a section of the cemetery reserved for such purpose	£136	£150
Cancellation/amendment fee for reserved plots	£55	£60
		Internment
For the interment of the body of a person whose age at the time of death exceeded 12 years	£286	£300
For the interment of the body of a person whose age at the time of death did not exceed 12 years or the interment of a body of a still born child.	No fee	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	£140
Memorial Stones –all at Single Rates		
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	£160
For each inscription after the first	£72	£80
Family History Search	£28	£30

26/01/10 WTC

Draft Budget for 2026/2027 financial year

To receive a draft budget for 2026/2027 financial year including the current reserves balance

a) To receive a draft budget for 2026/2027 financial year including the current reserves balance.

b) To consider a motion submitted by Cllr Grant

c) To consider a motion submitted by Cllr Poskitt

d) To accept agreed budget for 2026/2027 financial year

e) To agree the precept for 2026/2027 financial year

The Mayor pointed out that due to the request from the PCC of St Mary Magdalene's Church to take over the maintenance of the Churchyard, the Draft Budget would need to be deferred (due to the cost needing consideration) to an ETC meeting on Tuesday 20th January 2026 as this would impact the Draft Budget and the Precept.

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26/01/11 WTC	**Parking** To receive a report After a short discussion the following motion was put to the vote **Motion: Proposed by Cllr Grant** **Seconded by Cllr Williams** a) *WTC calls for Oxfordshire Council to carry out a full parking survey together with face to face consultation with residents at times to suit work timetable so accessible to as many residents as possible and to use the outcome to relieve the unacceptable pressure of displaced parking causing unacceptable congestion and inconvenience to all who are involved.* b) *Alternatively to give guidance to how they would like the information collected by WTC and give Assurance that the findings will be given full consideration to improve all parking issues in Woodstock* **Cllr Wheatley:** suggested and amendment to the motion that section b) at this time should be omitted at this stage. **Cllr Grant:** as proposer of the motion agreed to this amendment**.** **Cllr Williams:** as Seconder also agreed to this amendment. **Part B of the motion was withdrawn.** **The Council unanimously agreed to part a) of the proposed motion**
26/01/12 WTC	**Fire Station Closure** To receive a report The Mayor reminded Cllrs of the following Motion that was agreed at the meeting of Tuesday 11th November 2025 **Motion: Proposed by Cllr Banbury** **Seconded by Cllr Grant** *That Woodstock Town Council formally and vigorously oppose the closure of Woodstock Fire Station making clear the Council's commitment to preserving this critical service and advocate for its continued operation* And proposed the following **Motion: Proposed by Cllr Grant** **Seconded by Cllr Williams** *a) To agree to submit councils comments to the Consultation* *b) To discuss and confirm the actual comments to be submitted* After some discussion **The Council unanimously agreed for Cllr Wheatley to collate any comments regarding the proposed closure of Woodstock Fire Station in a draft document and to circulate it to all Councillors for Comment to be agreed by 19th January 2026 and to be submitted to the Consultation on 20th January 2026**
26/01/13	**Environment** To receive a motion from Cllr Connolly **Motion: Proposed by: Cllr Connolly** **Seconded by: Cllr Wheatley** that *Woodstock Town Council to agree to a Sub Working Group to be formed within the Environmental Working Group to be recognised as Sport and Recreation Sub Working Group.*

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	The Council unanimously agreed for Cllr Connolly, Muthoni and Wheatley to be the 3 members of the so-called Sport and Recreation Sub Working Group within the Environmental Working Group
26/01/14 WTC	**Close Meeting at 8:30 pm**

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 20th January 2026

Cllrs. Present: Cllrs Grant, (Mayor) Williams (Deputy Mayor), Banbury (arrived at the meeting at 19:01), Cooper, Parnes, Poskitt, Spencer-Churchill, and Wheatley

In Attendance: Town Clerk/RFO Valentin Lavdakov

Chair of the meeting Cllr Grant (Mayor) **Members of the Public 10**

26/01/15 ETC	**Apologies for Absence** **Apologies for absence** were received from Cllrs Addis, Connolly, Dawson and Muthoni
26/01/16 ETC	**Declarations of Interests** The following declarations of interest listed on the agenda, in accordance with the Localism Act 2011 and the Council's Code of Conduct, have been received. • Item 4 Cllr Poskitt as member of the WODC Uplands Sub-Committee • Item 8 Cllr Poskitt as a member of St Mary Magdalene Church Community
26/01/17 ETC	**Public Participation** **The meeting will be adjourned at this point** **2 members of the public addressed the Council.** • **Speaker 1:** Addressed the Council on the Asset Register and Insurance. • **Speaker 2:** Addressed the Council regarding the calling of an ETC and Draft Budget. **Meeting reconvened**
26/01/18 ETC	**Planning** To consider the Councils response to the following consultations, applications and appeals: *Cllr Cooper left the meeting at 7:07 pm* a) Application Number: 25/03059/HHD Location: 4 Park Side Woodstock Oxfordshire Description: Erection of single storey front extension, and single and 2 storey rear extensions. Demolition of existing front porch and rear conservatory. Alterations to drive including new dropped kerb, and associated works Town and Country Planning Act **The Council agreed unanimously that it had no objection to the application.** b) Application Number: 25/03078/LBC Location: 18 Park Street Woodstock Oxfordshire Description: Re-alignment of extension wall approved under 24/02487/LBC Planning (Listed Building and Conservation Areas) Act **The Council agreed unanimously that it had no objection to the application.**

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c) Application Number: 25/03077/S73

Location: 18 Park Street Woodstock Oxfordshire

Description: Variation of condition 2 of planning permission 24/02486/HHD to allow realignment of North wall of approved extension.

Town and Country Planning Act

The Council agreed unanimously that it had no objection to the application.

d) Application Number: 25/03131/HHD

Location: 11 Park Street Woodstock Oxfordshire

Description: Erection of orangery to rear elevation, replacement garage, pergola and garden shed along with new garden design with improved access routes and replanting. Sensitive repair and refurbishment works throughout the existing building to include alterations to fenestration and doorways, construction of rear dormer windows and associated works.

Town and Country Planning Act

The Council agreed unanimously that it had no objection to the application.

e) Application Number: 25/03132/LBC

Location: 11 Park Street Woodstock Oxfordshire

Description: Internal and external alterations to include erection of orangery to rear elevation and sensitive repair and refurbishment works throughout the existing building to include alterations to fenestration, doorways and floor layouts, construction of rear dormer windows and reduction in height of existing rear chimney stack

Planning (Listed Building and Conservation Areas) Act

The Council agreed unanimously that it had no objection to the application.

f) Application Number: 25/03133/HHD

Location: 6 The Covert Woodstock Oxfordshire

Description: Demolition of existing, and erection of two storey rear extension together rendering of existing brickwork.

Town and Country Planning Act

The Council agreed unanimously that it had no objection to the application.

Cllr Cooper returned to the meeting at 7:15pm

g) Appeal Decision: Reference APP/D3125/W/25/3367995

Location: Thames Valley Police Station, Hensington Road, Woodstock

The Council Noted the Appeal Decision

26/01/19 ETC

Mayor and Clerks Reports

a) To receive an oral report from the Mayor

The Mayor has nothing to report

b) To receive an oral report from the Clerk/RFO

The Clerk/RFO has nothing to report

26/01/20 ETC

Risk Assessments

a) To receive the Risk Assessments for year 2025 to 2026

b) To approve the Risk Assessments for year 2025 to 2026

The Council unanimously agreed to adopt the Risk Assessment

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	The Council unanimously agreed to review the Risk Assessment periodically
26/01/21 ETC	**WTC Asset Register 2025-26** To note the Council's Asset Register for 2025-26 **The Council unanimously agreed to adopt the Asset Register for 2025-26** Cllrs Poskitt and Williams agreed to oversee the Asset Register with regard to valuations for Insurance purposes with a focus on the property portfolio and the increased value of gold (Civic Regalia)
26/01/22 ETC	**St Mary Magdalene Churchyard** The Council wished to record their grateful thanks to Jenny Atkinson and her team, who have worked so hard to keep the churchyard in such good order. To receive a report from the Clerk/RFO and consider a formal resolution to transfer responsibility for St Mary Magdalene Churchyard, Woodstock to West Oxfordshire District Council Recommendation from the Clerk/RFO Cllr Cooper remarked he did not think WTC or WODC were not obliged to take over this maintenance, as ashes have been added to graves in the last few years. Cllr Cooper suggested that the budget process be reviewed by the Council's independent auditor. **Resolution:** a) Woodstock Town Council **resolves** to request West Oxfordshire District Council to take responsibility for the maintenance and care of St Mary Magdalene Churchyard, Woodstock. **Vote:** For: 7 Against 1 Abstain 0 **The Council agreed to part a) of the resolution** b) Authorises the Clerk to prepare a formal written letter on Council-headed paper, to be reviewed and approved by the Council's legal advisor, and, once approved, to sign and send it by recorded delivery to the Chief Executive of West Oxfordshire District Council, together with the resolution approved by Woodstock Town Council, and to notify the PCC accordingly. **Vote:** For: 7 Against 1 Abstain 0 **The Council agreed part b) of the resolution**
26/01/23	**OCC Decisions Meeting (22/01/2026) - Cabinet Member for Transport Management (Formal Consultations)** To receive a report **The Council noted the information within the report**
26/01/24 ETC	**West Oxfordshire District Council (Off Street Parking Places) Order No.1 2021 (Variation 2) Order 2026.** To receive a report The report received was unclear as to the definition of changes to the Henington Road Car Park giving impression that all 12 hour waiting time spaces would be change to 10 waiting time. **Cllr Poskitt as a WODC member** stated she had received confirmation that the intended change were to be: 51 Long stay not identified is 12 or 10 hour duration and 50 short stay (4 hours max) **The Council unanimously agreed for the Clerk/RFO to write to the WODC Officer for exact clarification and to once again submit WTC objection to the changes.** **Cllr Poskitt** stated she believed this was a trial run
26/01/25 ETC	**Draft Budget for 2026/2027 financial year** a) To receive a draft budget for 2026/2027 financial year including the current reserves balance

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After extensive discussion, Cllr Poskitt proposed the following motion:

Motion: Proposed by Cllr Poskitt **Seconded by Cllr Wheatley**

That the Council accept and agree the draft budget for the 2026/2027 financial year, with the precept to be determined separately.

Cllr Grant (Mayor) called for a named vote. The Clerk/RFO called each Councillor individually, and the vote was as follows:

Named Vote:

For: Cllr Sarah Williams
Cllr John Banbury
Cllr Elizabeth Poskitt
Cllr Barry Wheatley

Against: Cllr Ann Grant
Cllr Julian Cooper
Cllr Sharone Parnes

Abstain: Cllr Spencer-Churchill

Result from the Named Vote:

For: 4 **Against: 3** **Abstain: 1**

The Council agreed the suggested budget for 2026/2027 financial year

b) To agree the precept for 2026/2027 financial year and consider a motion submitted by Cllr Poskitt

11 e) To formally set the precept of £153,000 as a requirement for Audit.

Cllr Grant (Chair) called for a named vote to agree the £153,000 precept in the agreed 26/27 budget, showing an increase of £4,000

Named Vote:

For: Cllr Sarah Williams
Cllr John Banbury
Cllr Elizabeth Poskitt
Cllr Barry Whatley

Against: Cllr Ann Grant
Cllr Julian Cooper
Cllr Sharone Parnes

Abstain: Cllr Spencer-Churchill

Result from the Named Vote:

For: 4 **Against: 3** **Abstain: 1**

The Council agreed by a majority vote the suggested precept for 2026/2027 financial year to be £153,000 showing a £4,000 increase from 2025/2026 budget

c) To consider a motion submitted by Cllr Grant

Motion: Proposed by Cllr Grant **Seconded by Cllr Williams**

WTC agrees that £2,450 under spend of grant money from 25/26 budget be carried over to be considered with the £4,000 for 26/27 in the Draft Budget making a Total of £6,450 to be allocated to applicants in January 2026 for payment from 1st April 2026 onwards

The Council unanimously agreed to this motion

Cllr Cooper suggested that the budget process be reviewed by the Council's independent auditor.

26/01/26 ETC	**Close Meeting at 7.56 pm**

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Woodstock Town Council, The Town Hall, Woodstock, Oxford, OX20 1SL

Town Clerk: Valentin Lavdakov

Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on

Tuesday 10th February 2026

Cllrs. Present: Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Connolly, Cooper, Dawson, Muthoni, Parnes, Poskitt and Wheatley

Chair of the Meeting: Cllr Grant (Mayor) Members of the Public 10

26/02/01 WTC	**Apologies for Absence** Apologies for absence were received from The Town Clerk, Cllrs Addis and Spencer-Churchill OCC Cllr Graham also sent his apologies
26/02/02 WTC	**Declarations of interest** To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct • Item 5 Cllr Poskitt as member of the WODC Uplands Sub-Committee • Item 14 Cllr Poskitt as member of Traffic Advisory Committee • Item 6 Cllr Grant as part of the report included a relative
26/02/03 WTC	**Public Participation** **The Mayor adjourned the meeting for Public Participation.** **1 member of the public addressed the Council.** • **Speaker 1:** Addressed the Council regarding The Bench on the Millennium Triangle, Plastic-Free Woodstock and Annual Litter Pick on 14th March 2026 **Meeting reconvened**
26/02/04 WTC	**Minutes from Previous Meetings** To consider for approval the following draft minutes of the Town Council meetings: a) Draft Minutes of the Town Council meeting held on Tuesday 13th January 2026 The Draft minutes of the Town Council minutes held on Tuesday 13th January 2026 were agreed as an accurate record with agreed amendments. **The Mayor duly signed the Draft minutes of the Town Council meeting held on Tuesday 13th January 2026** b) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 20th January 2026 The Draft minutes of the Extraordinary Town Council minutes held on Tuesday 20th January 2026 were agreed as an accurate record with agreed amendments. **The Mayor duly signed the Draft minutes of the Extraordinary Town Council meeting held on Tuesday 20th January 2026**
26/02/05 WTC	**Planning** **Cllr Cooper left the room at 7.10 pm whilst Planning was being discussed** To consider the Council's response to the following consultations, applications and appeals:

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a) Reference Number: 25/01633/RES

Location: Land North Of Hill Rise Woodstock

Description: Reserved Matters application pursuant to Outline Planning Permission 25/00766/S73 for layout, scale, appearance and landscaping for a development of 132 dwellings, a parking barn, with associated infrastructure, open space, engineering and ancillary works, and the discharge of conditions 7, 8, 9, 10, 12, 13, 14, 15,16, 17, 21,22. (amended description).

Town and Country Planning Act

b) Reference Number: 21/00189/FUL

Location: Land North Of Hill Rise Woodstock

Description: 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).

Town and Country Planning Act

Item a & b were discussed together

The Council agreed that the following comments be submitted to WODC Planning :

- **They appreciate the OCC Highways comments and support their concerns that are still outstanding and**
- **The Police had written a substantial report of their view on this development and had written in again as no attention was paid to this report that included very valid points.**

c) Application Number: 25/03135/HHD

Location: 98 Cowells Road Woodstock Oxfordshire

Description: Erection of single storey rear extension and loft conversion with two front dormer windows.

Town and Country Planning Act

The Council had no objection to this application

d) Application Number: 25/03156/HHD

Location: 18 Park Street Woodstock Oxfordshire

Description: Removal of existing metal canopy and brackets. Installation of timber moulded cornice canopy, vertical side pilasters and plinth detail to front entrance.

Town and Country Planning Act

The Council had no objection to this application but stressed the need for the report from the Conservation Officer as the front door was changed to the original single door as in all other houses in the row' to a double door

e) Application Number: 26/00159/PN42

Location: 17 Rosamund Drive Woodstock Oxfordshire

Description: Erection of single storey rear extension with flat roof (4.5m x 3m, max height).

Town and Country Planning Act

The Council had no objection to this application

f) Application Number: 26/00104/HHD

Location: 17 Parsons Drive Woodstock Oxfordshire

Description: Loft conversion with pitched roof dormers to the front elevation

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	Town and Country Planning Act **The Council had no objection to this application** g) Application Number: 26/00167/HHD Location: 37 Hensington Road Woodstock Oxfordshire Description: Demolition of existing and erection of new, larger single storey rear extension. Town and Country Planning Act **The Council had no objection to this application** **Cllr Cooper returned to the room at 7:19 pm**
26/02/06 WTC	**Mayor and Clerk's Reports** a) To receive an oral report from the Mayor Some of you will have already heard about a resident who had a nasty fall in Union Street caused by a pothole that could not be seen in the dark. (Photos in your folder of injuries sustained). I have put in a personal interest due to the fact that it was a member of my family who fell. The FixMyStreet reporting facility frequently fails to work and it took this individual 5 attempts to actually get the site to accept the report of this pothole. The resident has emailed Oxford County Councillor Andrew Gant (Member for Transport Management), but has yet to receive a reply. The offending Pothole is situated very close to the access of Spencer Court and with some residents being able to walk to the town this accident could have been one of them and possibly ended in fatality. However, fixing the odd pothole because someone has either fallen or damaged their vehicle let alone the danger for motorcyclists is not acceptable and the roads in Oxfordshire are the worst in the Country. It is no good just plopping a dollop of tarmac in a pothole to solve this issue, repairs must be carried out properly otherwise the first heavy vehicle pushes out the repair and we are back where we started. The roads on the outskirts of the Town since the parking scheme was introduced has had to cope with an enormous amount of extra traffic which has in turn caused great wear and tear on such roads. The parking nose-to-tail means that some gullies are never cleared of leaves and debris, and so overflow. I would like the Council to place pressure on the OCC Highways to rectify the situation with potholes in Woodstock The Council agreed that this matter should be discussed at the next Environment Working Group meeting and a report brought to the March meeting. **Cllr Cooper** expressed his concerns about the sustained injuries and requested that the Minutes express the Council's Good Wishes for a speedy recovery b) To receive a report from the Clerk **- Bank Statements:** The bank statements for the Council's accounts were not received in time for the preparation of the agenda and agenda pack, which prevented completion of the bank reconciliation reports. Once the statements are received, they will be included as additional documents, provided this occurs by the end of the week (6 February). **- Opening Hours for Public Visits:** Due to my CiLCA training requirements, I need to allocate one working day within my contracted hours for study in order to complete assignments, lectures, and related coursework. As a result, the public opening day at the Town Hall for in-person visits will change from Friday to Monday, with opening hours from 9:00 am to 1:00 pm, by appointment only. **- WTC Policies & Protocols (item 15 from the Agenda):** The Policies and the Protocol were reviewed in consultation with the Council's legal advisors, Satswana and Peninsula, and were approved prior to being presented to the Council.

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	The Mayor reported that the Hensington Road Car Park doesn't seem to be displaying the correct changes to the parking times and is causing confusion. The clerk is dealing with this. The Mayor asked Cllr Cooper and Poskitt if the enforcement officer for the Hensington Road Car Park were being employed by WODC or was WODC paying OCC enforcement Officer to police this car park Cllr Cooper replied he understood they were WODC enforcement officers but would get back to the council if he learnt differently.
26/02/07 WTC	**County and District Councillors Reports** To receive oral reports from: a) OCC Cllr Andy Graham **Cllr Graham had sent his apologies as he was unable to attend the meeting.** b) WODC District Cllr Cooper and Cllr Poskitt **Cllr Poskitt** gave an overview of the WODC Councillors report. **Cllr Grant** pointed out that when Clare Lock WODC came to talk about the public toilets she was asked if the Browns Lane toilet block was listed. She said she would get back to the Council regarding this. **Cllr Poskitt** replied they are still looking into this. **Cllr Grant** said this is taking an awfully long time.. **WODC full report attached to these minutes.**
26/02/08 WTC	**Finance.** To approve and sign the following: a) To note the Payments, Report for January 2026 **There being no questions on the list of payments, the council unanimously agreed to accept the list of payments for the period ending 31st January 2026** b) To note the Receipts Report for January 2026 **There being no questions on the list of receipts, the council unanimously agreed to accept the list of receipts for the period ending 31st January 2026** c) To note the Cost Centre Report for January 2026 **There being no questions on the Cost Centre, the council unanimously agreed to accept the Cost Centre for the period ending 31st January 2026** **In accordance with *Financial Regulation 2.6*** *At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.* d) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st January 2026 **The Council agreed for the Deputy Mayor Cllr Williams to sign the Bank Reconciliation.** **Cllr Williams duly signed the Bank Reconciliation for January 2026**
26/02/09 WTC	**Property** a) To receive a report from the Property Agent for information only **The Council noted the information in the Property Report with no questions.** b) To receive quotes for the Flag Pole maintenance **Recommendation from the Clerk:**

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	That company C (Altus Safety) as the most cost effective option be appointed to carry out the work. *The Council agreed unanimously with the recommendation for Flag Pole maintenance* at a total *cost of £840.00 including VAT* **The Council agreed unanimously to this recommendation**
26/02/10 WTC	**Annual Town Meeting** To discuss the suggested draft agenda. The emphasis for the town meeting was that this is not a Council meeting, it is a Town Meeting and as such the electorate has a right to state what is discussed and that the suggested Agenda would need to be adopted at the start of the meeting and request from the electorate prior to the meeting be included in Agenda. **The Council agreed to the following:** <u>Suggested Speakers</u> • Cllr Graham OCC • Cllrs Cooper and Poskitt would provide a report and be in attendance for any questions • Thames Valley Police • Representative for Blenheim Estate <u>Other items</u> • Closure of Woodstock Fire Station (copies of Woodstock Objections to be circulated at the meeting) • New Drs' Surgery • Parking • Flooding and Sewage • Questions from the floor *Invitation to submit Agenda items from the electorate would be indicated on the posters.*
26/02/11 WTC	**Local Government Reorganisation in Oxfordshire** To discuss the letter and proposal from WODC After some discussion regarding the importance of input from Woodstock Town Council **The Council agreed** That: **Cllr Muthoni would take the lead on this and prepare a report come to the March meeting with assistance from Cllr Wheatley** The Mayor asked Councillors to send their suggested input to Cllr Muthoni
26/02/12 WTC	**Environment** a) To receive a Break of Lease Notice for the playground land at Rosamund Drive **The Council noted the Break of Lease Notice for the playground land at Rosamund Drive.** b) To receive a report and motion from Cllr Grant in regard to the Memorial Bench on the Millennium Triangle **Motion** **Proposed by Cllr Grant** **Seconded by Cllr Williams** *WTC agrees to replace the bench on the Millennium Triangle with one similar to those purchased for the Lawn Cemetery at the approximate cost of £380.00 excluding VAT, budget allocation to be taken from the unspent surplus budget code line 4990VE & VJ Day Celebrations standing at £2,568.02*

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	Cllr Banbury asked if this cost included fixing the bench securely? **Cllr Grant said** it did not but offered an amendment to be added. that the Clerk arrange for the security of the bench at a minimal added cost under his delegated spend to be allocated from the same budget provision. It was agreed that the memorial plaque on the existing bench should be removed and affixed to the new bench. **The Council agreed unanimously to the amended motion**
26/02/13 WTC	**London Oxford Airport Consultative Committee Meeting** To note the enclosed documents. Cllr Parnes spoke to the minute of Airport and pointed out that some problems with concern to the plumes that may be caused by the Botley West Solar Farm had been solved but not all of them
26/02/14 WTC	**Traffic Advisory Committee Meeting** To receive a report from Cllr Poskitt **Cllr Poskitt** gave an overview of her report
26/02/15 WTC	**WTC Policies & Protocols** To approve the following enclosed draft policies and protocols: - WTC Councillor Officer Protocol - WTC Reserves Policy - WTC Stress at Work Policy - WTC Electrical Safety & Alliance Testing Policy - WTC Drugs Alcohol Policy The Council discussed the policies indicating they had not had time to read them or send in amendments with a view to some amendments were needed. **Cllr Parnes** pointed out that Policies are rolling documents that are in need of regular update and they do not overrule Standing Orders, Financial Regulations or Code of Conduct. **It being very important that such policies are in place** **Cllr Williams** proposed the following recommendation **seconded by Cllr Parnes** ***That the Council agreed the policies with a view to reviewing in the near future*** **The Mayor said she would go through the Policies individually for agreement** a) WTC Councillor Officer Protocol **The Vote being evenly split, the Mayor used her casting vote for adopting this policy** b) WTC Reserves Policy **The council did not agree to adopt the WTC Reserves Policy and it was deferred to a later meeting** c) WTC Stress at Work Policy **The Council agreed to adopt the WTC Stress at Work Policy** d) WTC Electrical Safety & Alliance Testing Policy **The Council agreed to adopt the WTC Electrical Safety & Alliance Testing Policy** e) WTC Drugs Alcohol Policy **The Council agreed to adopt the WTC Drugs Alcohol Policy**

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26/02/16 WTC	**Air Ambulance Recycling** To receive a report and motion from Cllr Parnes Cllr Parnes spoke to his report and proposed the following motion **Motion:** **Proposed by Cllr Parnes** **Seconded by Cllr Banbury** *Woodstock Town Council RESOLVES to send to WODC the attached proposal file and a copy of the recent refusal(s) of the requests to place the Air Ambulance clothing recycling bin at Hensington Road Car Park and requests that WODC explain whether the details were considered by WODC, and to reconcile the WODC explanations provided with the contents of the proposal which appear to contradict WODC's explanations for refusal. WTC asks again WODC to reconsider and approve the siting.* **The Council unanimously agreed this motion**
26/02/17 WTC	**Closed meeting at 8.30 pm**

Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council

Tuesday February 10th 2026

Public Convenience Overview & Scrutiny Task and Finish Group.

This group met again on 27th January. Other parish/town councils which, like WTC, had been asked whether they would take over care of one of the public conveniences in the town (Eynsham, Burford) had, like WTC, rejected the task of taking over the conveniences. The costs of the necessary upgrades and maintenance were not deemed of value for these conveniences which were (like Brown's Lane) not the sole convenience in their towns and were relatively infrequently used.

So these conveniences will be closed and the land, if owned by WODC, will probably be sold for other development and to help fund upgrades of the remaining public conveniences managed by WODC. For Woodstock this means that the public conveniences in Brown's Lane will close after March 31st 2026. Currently ownership of the freehold is uncertain and WODC is trying to clarify the matter.

The public convenience on Hensington Road Car Park will remain under WODC maintenance. It is – as with most of the other conveniences discussed – seriously in need of an update. WODC is proposing significant updates and regeneration of the public conveniences for which it will continue to care. The building on Hensington Road Car Park will be redesigned to create three direct access facilities and a complete refit. Three card readers will be installed although it will still be possible to continue to access the facilities using coins if wished. At least one of the toilets will be fitted out for disabled persons. Costs are currently estimated as close to £100,000. (Apparently direct access as opposed to toilets with space outside the toilets for handwashing are safer for members of the public using the toilets). For all this to go ahead an approval is required from the Executive at their next meeting but it is anticipated that they will approve the changes and costs as decent modern public conveniences are seen as a potential 'legacy' when the new regional authority takes over in 2028. The renovations could be supported in part at least by revenue gained from selling off some closed convenience sites and reduced maintenance costs for fewer buildings in a better state of repair. Although it is planned for changes to be completed in the 2026/27 financial year, there may be a slight delay for the Hensington Road site until a strategic decision has been taken for the possible neighbouring library which may also have public conveniences. However, if that strategic decision is not made soon, officers will ensure that work goes ahead irrespective of other decisions on the surrounding area.

Council meeting January 28th.

Council approved a motion that the Leader writes to the relevant government minister pointing out that significant communities in West Oxfordshire have poor or absent mobile phone connectivity and questioning the government about

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action to resolve this. Another approved motion of significance to some of our residents, asked officers to review the fast-track process for delivering home adaptations for people with progressive or terminal conditions to ensure that target timeframes based on the national guidance set out by Foundations on Disabled Facilities Grant (DFG) delivery standards of 55 days for simple adaptations and 130 days for complex adaptations are achieved. Further the council recognised that 55 days (almost two months) should be seen as a maximum, and that such a long timeframe is not appropriate for smaller adaptations such as ramps or stairlifts.

Constitutional Working Group

This group discussed the constitution of the Planning Committees. Agendas for Uplands and Lowlands Planning Sub-Committees have often had rather short agendas over recent years. Government planning policy seems likely to make the number of developments sent for Planning Committee decisions even shorter. The Working Party therefore agreed to submit, to Executive and Council, that the two sub-committees are merged into one committee. We shall see how Council ultimately determines this matter.

WODC Cllrs Julian Cooper & Elizabeth Poskitt

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