



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Karen Crowhurst

To: Members of the Council

Cllrs: Bailey, Bleakley, Faulkner, Grant, Lamb, Manby-Brown, Manson, M. Parkinson, U. Parkinson, Parnes, Poskitt, Spencer-Churchill.

You are summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 14th June, 2022 at 6.30 pm.

1. **Apologies for Absence**
To receive and consider for acceptance apologies for absence.
2. **Minutes of last meeting**
To consider for approval, the minutes of the Annual Council meeting held on Tuesday 10th May 2022 (attached); and the Extraordinary meeting held on Thursday 19th May
3. **Minutes of the Staffing Committee Meeting**
To note the minutes and actions arising from the Staffing Committee Meeting held on 9th June 2022
4. **Declarations of Interest**
To receive any declarations of interest in items on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
5. **Public Speaking and Question Time**
This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed
6. **Reports from Outside Bodies & Organisations** – No written reports recieved
7. **County Councillor's Report**
To receive the monthly Parish report from Oxfordshire County Cllr Graham (attached)
8. **District Councillor's Report**
To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)
9. **Policies for adoption**
 - a) Woodstock Town Council Standing Orders
 - b) Woodstock Town Council Financial Regulations
 - c) Woodstock Town Council Code of Conduct

- d) Woodstock Town Council Risk assessment
 - e) To accept the GDPR Privacy Statement
 - f) To accept Data Access Statement
 - g) To accept and adopt the GDPR Policy
 - h) To appoint the Clerk as the Data Controller
 - i) To approve Satswana as the Data Protection Officer - £150 per annum
<https://www.satswana.com/Councils>
10. **Orphaned Land at Barn Piece Estate** - to receive an update and agree further actions regarding minute reference 13/19/21
It was **RESOLVED** that Council **AGREED** to
- 1. explore with Persimmon the possibility of Council acquiring the land behind the bus stop and the green land in Westland Way
 - 2. investigate with Persimmon if there are other areas on the Barn Piece Estate which might similarly be unadopted other than by Persimmon still retaining freehold. If there are such pieces of land on a similar offer from Persimmon, Council reviews whether it should include these in the land acquisition process.
 - 3. Discuss with WODC that, despite change of ownership, WODC would continue grass cutting this land on behalf of WTC.
 - 4. Require a further report be brought to Council at a later date.
11. **Woodstock Water Meadows** - To agree to appoint Berkshire, Buckinghamshire and Oxford Wildlife Trust to re-survey Woodstock Water Meadows (Information, previously circulated to all Members)
12. **RFO Reports**
- a) to consider the reports of the RFO (to follow)
 - b) To approve the schedule of payments from 1st April 2022
 - c) To approve bank reconciliations
13. **Annual Return & Final Accounts 2021-2022 – final accounts documents and copy of annual report previously circulated**
- a) Income and expenditure for the year – To approve end of year accounts
 - b) End of year Bank reconciliation(s)
 - c) Approve sections 1 – Annual Governance Statement
 - d) Approve Section 2 – Accounting Statements
 - e) To sign the Audit form for submission to External Auditors Subject to Internal Auditors approval by 1st July 2022
14. **Motions – To consider written motions raised by Council Members**
- i. **Motion proposed by Cllr Grant Seconded by Cllr Parnes**
- Woodstock Town Council agrees that:
- a) The total cost of the recent Town Poll held on Thursday 18th June 2022 be paid from the £7000 allocated parking fund by WODC to WTC in April 2021
 - b) The Clerk/RFO arranges for this account/invoice to be raised by WODC for settlement at the earliest possible time.
- ii. **Motions on Delegated Decision of Proposed Parking Scheme for Woodstock**

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

- 1) Woodstock Town Council (WTC) objects to the Oxfordshire County Council (OCC) proposed, complete Parking Scheme for Woodstock.
 - 2) WTC requests of OCC to review and to reconsider the delegated decision, of 26th May 2022, by the Cabinet Member for Highways (Cllr Andrew Gant); this request being due to the foreseeable daily impact on lives and livelihoods in the Town, rendering the determination worthy of full Cabinet decision rather than delegation to a single individual.
 - 3) Woodstock Town Council is very disappointed with the OCC Cabinet Member for Highways' derogatory comment referring to the constituency of Woodstock as being "out in the backwoods". The Town Council requests of County Cllr Andrew Gant an explanation with public apology in relation to his wording, directed at one of Woodstock's District Councillors, while chairing the 26th May 2022 meeting (ref: 35:17 on the audio-video timeline of the County Council's online recording of the meeting, when Cllr Gant told Cllr Cooper: "just for the record, Julian, this Council now refers to the Chair rather than the Chairman but we'll let that one pass because you come from out in the backwoods.").
15. **To consider creating a Finance Committee**
 16. **To consider extending the Membership of the Staffing Committee and agree delegated authority**
 17. **To agree the meeting schedule from July 2022 – May 2023**
 18. **Planning & Licensing**
To consider response to the following applications: -
 - 21/00189/FUL Land East of Hill Rise Woodstock**
Hybrid planning application consisting of full planning permission for the erection of 74 dwellings, 60 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 106 dwellings, up to 60sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works (Amended).
 - 21/00217/OUT Land North Of Banbury Road Woodstock**
Outline application with all matters reserved except for means of access for up to 250 dwellings with community space and car barns together with associated works.
 - 22/01013/FUL The Crown Inn 31 High Street Woodstock**
Installation of new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).
 - 22/01014/LBC The Crown Inn 31 High Street Woodstock**
Internal and external alterations to Install new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).
 - 22/01067/HHD 44 Brook Hill Woodstock Oxfordshire**
Erection of single storey side extension and conversion of existing garage to create additional living space.

22/01238/HHD 63 New Road Woodstock Oxfordshire

New porch, window on front elevation replaced by French doors. Single storey rear extension. Hipped roof changed to gable end on side of house.

19. **Reports from Committees and Working Parties**
20. **Properties report** – To receive a report from Cllr Ann Grant
21. **Clarifications Regarding Woodstock Traffic Advisory Committee’s Use of Town Council Coat of Arms and Letterhead** – To receive a report from Cllr Parnes
22. **Exclusion of Press and Public**
To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff.
23. **Staffing Matters**
 - a) Additional hours for the Locum Clerk and review of weekly attendance in the Town Council Offices
 - b) Appointment of Town Clerk – To receive recommendations from the Staffing Committee
 - c) To appoint an RFO as advised by the Staffing Committee at the meeting held on the 9th June
23. **Close the meeting**

Signed: *K A Crowhurst*

Date: 7th June 2022

Meeting called by Karen Crowhurst - Locum Town Clerk

Extraordinary Meeting of Woodstock Town Council

Thursday 19th May, 2022 at 4.30 pm

Assembly Room, Woodstock Town Hall

MINUTES

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

1. Apologies for Absence

Cllr Bleakley

2. Declarations of Interest

None

3. Public Speaking and Question Time

Two residents spoke.

One expressed his disagreement with the OCC parking proposals on the grounds of:

Parking charges

Associated street equipment

Positioning of cycle stands

Problems for church goers and surgery attendees

Rigidity of the plans and questionable process

Reduction in free parking already from WODC installation of ECV charging points at Hensington Road car park

Lack of WODC enforcement for limited parking places in Woodstock

Ought some Cllrs have made Declarations of Interest?

Another resident spoke of the concerns of residents of Rectory Lane and Park Lane at the seemingly unending applications for further work at Woodstock. For over five years these residents have endured:

Mud on roads

Scaffolding and/or workers' cars and development related lorries blocking

Rectory Lane long stay parking

Noise and dust

The effects of large vehicles going up Rectory Lane – which are causing structural damage to the foundations of some of the houses in Rectory Lane.

Appeals to the builders have met with only temporary improvements and a letter to the owners of Woodstock House has so far gone unanswered.

Even at the late stage in development, could WYC request WODC produce a Traffic Management Plan to manage these abuses.

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

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

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

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

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

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

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

The proposal was seconded by Cllr Grant.

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

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

A named vote was called for:

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

Against: Cllr Poskitt

Abstaining: Cllrs Bailey, Manson.

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

was **CARRIED**.

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

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

At this point Cllr M Parkinson left the meeting.

5. Planning & Licensing

22/01098/HHD Hope House 14 Oxford Street Woodstock

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

No objection

22/01088/LBC Hope House 14 Oxford Street Woodstock

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

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

22/00968/FUL Woodstock House Rectory Lane Woodstock

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

This proposal was discussed along with 22/00969/LBC

22/00969/LBC Woodstock House Rectory Lane Woodstock

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

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

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

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

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

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

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

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

The meeting concluded at 5.35pm



Woodstock Town Council

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Locum Town Clerk: Karen Crowhurst

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

Cllrs. present:

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

In Attendance:

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

1/5/22 Election of Town Mayor

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

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

Voting results.

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

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

2/5/22 Election of Deputy Mayor

Cllr Parnes proposed Cllr Ann Grant as Deputy Mayor seconded by Cllr James Spencer Churchill A named vote was called for which turned out exactly the same as the named vote for the Mayor.

3/5/22 Apologies for Absence

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr U Parkinson.

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

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

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

It was also **resolved** to note the minutes of the Staffing Committee Meeting held on 13th April 2022 as a true and accurate record of the meeting.

5/5/22 Declaration of Interests

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

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

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

The Locum Clerk also explained predetermination.

6/5/22 Declarations of Interest

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

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

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

7/5/22 Public Speaking and Question Time

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

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

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

(i) Finance and Town Council Assets Committee

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

For: 4 Council Members.

Against: 4 Council Members.

Abstentions: 3 Council Members.

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

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

(ii) Urgent Planning & Licensing

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

(iii) Staffing Committee

The following Members were appointed; Cllr Bailey, Cllr Manby-Brown, Cllr Faulkner, Cllr Lamb and Cllr Spencer-Churchill.

(iv) Environment Working Group

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

(v) Christmas Lights Working Group

It was agreed to appoint, Cllr Bleakley and Cllr Lamb.

(vi) Queen's Jubilee Working Group (task & finish)

The following Members were appointed; Cllr Bailey, Cllr Manby- Brown, Cllr Faulkner, and Cllr Manson.

(vii) Queen's Green Canopy Working Group

Cllr Bleakley and Cllr Poskitt were appointed to the above Working Group.

(viii) News Editors

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

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

(x) **Emergency Planning & Counter Terrorism**

It was agreed to appoint Cllr Parnes, and Cllr Spencer Churchill

JOINT VENTURE ROLES –

(i) **Traffic Advisory Working Group**

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

(ii) **Woodstock & Blenheim Dialogue Group**

It was agreed not to appoint a Council Member to this group therefore, this appointment is held in abeyance.

(iii) **Community Development Group** – 3 members

It was agreed for Cllr Bleakley, Cllr Grant, Cllr Poskitt, and Cllr Spencer-Churchill to be appointed to the above group.

(iv) **West Oxfordshire District Council Parish/Town Liaison**

It was agreed for Cllr Poskitt and the Town Clerk to act as representatives if and when required.

OUTSIDE BODIES

(i) **Public Transport**

Cllr M Parkinson was appointed to act as the Town Council representative.

(ii) **Woodstock Youth Club**

It was agreed not to appoint a Town Council representative.

(iii) **In Bloom**

It was agreed to appoint Cllr Poskitt as the Town Council representative.

(iv) **A44A Group**

It was agreed to appoint Cllr Poskitt and Cllr Spencer-Churchill as the Town Council representatives.

(v) **Relief in Need Charity**

It was agreed to appoint 3 Members to represent the Town Council instead of 1. Cllr Bleakley, Cllr Lamb, and Cllr Poskitt were appointed.

(vi) **Woodstock Exhibition Foundation**

Cllr U Parkinson was appointed to represent the Town Council.

(vii) **Oxford Airport Consultant Committee**

This appointment was deferred.

(viii) **Village Travel Network**

Cllr Bleakley was appointed to represent the Town Council.

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

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

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

10/5/22 Town Council Roles 2022/23

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

The Meeting then moved to item 18 on the agenda.

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

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

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

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

12/5/22 District Councillor's Report

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

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

The report included;

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

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

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

13/5/22 RFO Reports/Financial Matters

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

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

14.5.22 Audit and End of year accounts 2021-2022

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

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

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

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

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

16/5/22 Planning & Licensing

To consider response to the following applications;

22/00931HHD – 29 Oxford Road Woodstock Oxfordshire

Proposed detached double garage

Comments and observations

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

22/00893/LC – 105 Manor Road Woodstock Oxfordshire

Replacement of existing windows

Comments and observations

Woodstock Town Council has no objections regarding this application.

22/00943/HHD – 5 Hensington Close Woodstock Oxfordshire

Single and two story side and rear extension with associated works and replacement front porch

Comments and observations

Woodstock Town Council has no objections regarding this application.

22/00999/HHD 34 Blackberry Way Woodstock Oxfordshire

Proposed Porch (part retrospective)

Comments and observations

Woodstock Town Council has no objections regarding this application.

Consultation - Land East of Woodstock Oxford Road Woodstock

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

Reference No:16/01364/OUT

Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 110sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure f and engineering works.

Comments and observations

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

Cllr Poskitt left the meeting.

Consultation – 3 Hedge End Woodstock Oxfordshire

Application No: 22/01049

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

Comments and observations

Woodstock Town Council have no objections regarding this application.

Cllr Poskitt re-joined the meeting.

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

Members noted the report circulated by Cllr Grant.

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

17/5/22 To receive a report from Woodstock in Bloom – Previously circulated

To discuss access to the Town Council Chamber for volunteers

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

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

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

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

19/5/5 Motions relating to Parking

- i. To consider a motion from Cllr Jo Lamb stating the following:
“This Council supports the OCC parking plan subject to the consultation responses being taken into account.
- ii. Motion submitted in accordance with Standing Orders 9(a) and (b):
Proposed by Cllr S Parnes, Seconded by Cllr A Grant
Woodstock Town Council agrees not to make any decision regarding implementation of the proposal to introduce on-street parking charges by Oxfordshire County Council (OCC) in Woodstock until the outcome of the town poll is known. The Clerk will write, on behalf of the Town Council, to each OCC cabinet member to ensure they are all aware of this motion.

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

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

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

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

- a) To consider an appropriate location.

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

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

Question to the Mayor from Cllr S Parnes

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

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

23/5/22 To close the meeting

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

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

Signed;

Date;

Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday June 14th 2022

£150 Council Tax Rebate

The Government is providing £150 Council Tax rebate to help households in Council Tax bands A-D with rising energy bills. This rebate is administered by WODC but will be a separate payment and not a direct reduction in Council Tax bills for 2022/3. The rebate is not eligible for second homes, empty properties, houses not in bands A-D and those living in homes of multiple occupancy. For those who pay their Council Tax by Direct Debit, the rebate will be administered after receipt of the first Council tax payment for 2022/3. For those who do not pay by Direct Debit, go to the Home page of WODC at <https://www.westoxon.gov.uk> and under the tag of *Council Tax and Benefits*, go to the *150 Council Tax Rebate* to find out how to apply.

If you are NOT eligible for the government rebate, WODC has a scheme to help those who might nevertheless be severely impacted by rising energy bills.

The possibly eligible for this WODC special grant include:

- Those living in a property in Council Tax bands in Bands E to H where
 - Council Tax Support is paid
 - A disabled band reduction is awarded
 - A Carer disregard is applied
 - A Severely Mentally Impaired (SMI) disregard is applied
- Those on a low income or income related benefits and pay the energy bills on a property as your main residence but do not pay the council tax on the property (There must have been no payment made for the property under the main scheme).
- Those living in supported or emergency accommodation. Your property must be your primary residence and you must be paying or contributing to energy bills.
- Those in receipt of low income or income related benefits and reside in a house of multiple occupation (HMO) and other properties where the landlord, property owner or employer is the Council Tax payer. The property must be the primary residence of the person being paid and they must be paying or contributing to energy bills. (There must be no payment made for the property under the main scheme).
- Properties where a review, proposal or appeal pre-dating the Government's announcement on 3 February 2022 is successful after 1 April 2022. The change is effective on or before 1 April 2022 and as a result, a household would have been eligible for the rebate.

Those who think they might be eligible for this WODC special rebate, should make their application on the Council's website: <https://www.westoxon.gov.uk/council-tax-and-benefits/150-council-tax-rebate/>. Residents who do not have internet access to the system can speak with officers for advice and support on 01993 861000.

Applications must be made by 5th July.

West Oxfordshire Alliance

Although the Conservatives are still the largest group at WODC (20Cllrs), they no longer have an absolute majority. Since the May local elections, the District Council has been run by an alliance of Liberal Democrats (15 Cllrs) Labour (10 Cllrs) and Greens (2 Cllrs) – the West Oxfordshire Alliance. At the first full Council meeting of the civic year, Cllr Cooper was elected Chair of the Council and our County Cllr Andy Graham (who is District Cllr for Charlbury) became Leader of the Council with a Cabinet of nine members including our Town Cllr (District Cllr for Stonesfield and Tackley) Mathew Parkinson, who is Cabinet Member for Customer Delivery.

Other roles for the two Woodstock & Bladon Cllrs are:

Cllr Julian Cooper:	Audit and Governance Committee Finance and Management Overview & Scrutiny Committee Licensing Committee
Outside bodies:	Woodstock Traffic Advisory Committee West Oxfordshire Landlords Forum World Heritage UK
Cllr Elizabeth Poskitt	Development Control Committee (Chair) Uplands Planning sub Committee (Chair) Audit and Governance Committee Standards sub-committee (Vice Chair)
Outside bodies:	Woodstock Traffic Advisory Committee Oxfordshire Buildings Trust Airport Advisory Committee Oxfordshire Play Association Oxfordshire Joint Health Overview & Scrutiny Committee

Your Cllrs look like being rather busy for the next year.

The new administration puts combatting Climate Change as its major priority with Cllr Prosser (Green party) as Cllr with responsibility for Climate Change including promoting renewable energy and retrofit investment as well as promoting biodiversity across the district. Better communication is also a high priority and Cllr Parkinson's role on Cabinet will include increasing parish and town empowerment, promoting customer services; ICT and services; and street scene issues such as litter and grounds maintenance. More complete details of the various Cabinet members' responsibilities are on the WODC webpages.

WODC Cllrs Julian Cooper & Elizabeth Poskitt



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Data Subject Access - Data Protection Act

Woodstock Town Council takes your data privacy seriously.

If you wish to find out what information Woodstock Town Council holds about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill plus a photocopy of your passport or driving licence.

You will receive a response to your request within 20 days.

Please send your request to one of the following:

Email address: clerk@woodstock-tc.gov.uk

Postal address: Parish Clerk – The Town Hall, Woodstock, Oxford, OX20 1SL



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Privacy Notice

Woodstock Town Council takes the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

Visitors to this web site

We may use a third party service, such as Google Analytics, to collect standard internet log information and details of visitor behaviour patterns to our website. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third-party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Use of Cookies

This site uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance.

Disclosure of personal information

If we request your contact details via the web site, this is for the purposes of providing a service to existing and potential customers. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request.

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and

let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address clerk@woodstock-tc.gov.uk or by post to The Town Hall, Woodstock, Oxford, OX20 1SL.

If at any time you feel that we have failed to meet these standards, then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concern



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Woodstock Town Council

Data Protection & Information Security Policy

DATA PROTECTION

The Data Protection Act 2018 regulates the use of personal data and gives effect in UK law to the European Directive on Data Protection.

Data Protection Act 2018

The Act is concerned with "personal data", that is information about living, identifiable individuals. This need not be particularly sensitive information and can be as little as a name and address.

The Act gives individuals (data subjects) certain rights. It also requires those who record and use personal information (data controllers) to be open about their use of that information and to follow sound and proper practices (the Data Protection Principles). Data controllers are those who control the purpose for which and the manner in which personal data is processed. Data subjects are the individuals to whom the personal data relate.

The Information Commissioner is responsible for administering and enforcing the Data Protection Act

Data must be obtained fairly and lawfully

Information should be 'fairly processed' i.e. when you collect the information from individuals you should be honest and open about why you want it.

Data must be held only for specific and lawful purposes and not processed in any matter incompatible with those purposes

There should be legitimate reasons for processing the data. You should explain (in most cases in writing): who you (the data controller) are - giving the name of your Council; what you intend to use the information for and to whom you intend to give the personal data. This may be a specific third party, or a may be a more general description such as "other Councils' etc

Data must be relevant, adequate and not excessive for those purposes

Data users should monitor the quantities of data held and ensure that they hold neither too much nor too little. Hold only the data which you actually need.

Data must be accurate and where necessary kept up to date.

Personal data should be accurate. If it is not, it must be corrected.

Data must not be kept for longer than necessary

Only in exceptional circumstances should data be kept indefinitely. In order to comply with the principle you should have a system for the removal of different categories of data from your system after certain periods, for instance, when the information is no longer required for audit purposes.

Data should be processed in accordance with the rights of data subjects under this Act

This means that individuals must be informed, upon request, of all the information held about them. They can prevent the processing of data for direct marketing purposes and are entitled to compensation if they have been caused damage by any contravention of the Act.

Security precautions in place to prevent the loss, destruction or unauthorised disclosure of the data

Data controllers should ensure that they provide adequate security for the data taking into account the nature of the data, and the harm to the data subject which could arise from disclosure or loss of the data. A system of passwords should be in use to ensure that only staff who are authorised can gain access to personal data. Passwords should be changed fairly frequently. Councils should have established, written procedures setting out who is authorised to access which records and for what purpose.

Not to transfer data outside the European Economic Area unless you are satisfied that the country in question can provide an adequate level of security for that data**Sensitive Data**

The Act defines eight categories of sensitive personal data. These are:

- a) the racial or ethnic origin of data subjects;
- b) their political opinions,
- c) their religious beliefs or other beliefs of a similar nature,
- d) whether they are a member of a trade union,
- e) their physical or mental health or condition,
- f) their sexual life,
- g) the commission or alleged commission by them of any offence, or
- h) any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

Any personal data falling into these categories the Council will need the explicit consent of the individual concerned and security is adequate for the protection of sensitive data.

Manual Data

The Data Protection Act 2018 also covers some records held in paper form. Such records need not be notified to the Commissioner, but should be handled in accordance with the data protection principles. Manual records are covered by the Act if they form part of a relevant filing system. It is for data controllers to assess their manual records.

It is important to note that individuals may seek compensation through the courts if they have suffered damage because of any contravention of the Act.

Dealing with subject access requests

If a written subject access request is received, it must deal with it promptly, and in any case within 40 days from the date of receipt. The 40 days will begin when you receive any additional further information. A fee of not more than £10 may be requested and the 40 days does not begin until this is received.

In response to a subject access request individuals are entitled to a copy of the information held about them, both on computer and as part of a relevant filing system. They also have the right to receive a description of why their information is processed, anyone it may be disclosed to, and any information available to you about the source of the data.

This CLIENT AGREEMENT LETTER (hereinafter referred to as Contract) is entered into between Satswana Limited, whose Registered Offices are at 25 Pembroke House, 8 St. Christopher's Place, Farnborough, Hampshire, GU14 0NH (Hereinafter referred to as Satswana) and Woodstock Town Council, Town Hall, Market Place, Woodstock, OX20 1SL.

This letter is to be read in conjunction with our Terms and Conditions, <https://www.satswana.com/TermsConditions>, the whole to be reference as CAL Woodstock Town Council 7 Jun 22.

Whereas Satswana is to provide an online fractional Data Protection Officer Service to comply with the requirements of the General Data Protection Regulation (2016) or Data Protection Act (2018) by providing a suitable template for the completion of an Impact Assessment.

Subsequently the services provided are

- 1 To satisfy the regulatory requirement for the organisation to have a nominated DPO.
- 2 To deal with all matters arising from that role, especially ensuring that the privacy of the data of natural persons is being protected.
- 3 To update clients online with any change in interpretation, guidance or case law.
- 4 To promote and maintain advice online regarding the currency of a plan to deal with any breach situation.
- 5 To be specifically available to deal with any breach concerns, and to ensure that any arising problems are managed.
- 6 To assist clients online to answer and manage subject access requests.
- 7 To make available an email response service as a problem resolver.
- 8 To provide a reporting conduit to the ICO in the event of a breach.
- 9 To manage discussions with the ICO on behalf of their client.
- 10 To provide an interface with data subjects regarding their rights.
- 11 To support customers with draft policy templates for consideration.

This service is priced at £150 plus VAT for a year payable in advance. This service will be automatically renewed on an annual basis unless you cancel. Prices may be subject to review, the terms to be agreed between the parties.

We will provide you with an invoice to your email address but payment is entirely managed and controlled by you, we do not seek, nor will we hold, any details of your Bank. We will use this email address to communicate with you in case of any changes.

satswana

For the purpose of the Invoice we use the counter party information on this letter as the legal name of your organisation for accounting purposes.

Please make an online payment to Satswana Limited, account number 22384175, sort code 40-47-08 and include the Invoice Number as the reference. We are also able to accept payment by cheque to Satswana Limited and sent to our Registered Offices address.

All communication with you will be by email to your registration address. The data we will hold is your email address, the legal name of your organisation as provided above and your password – which is securely held for the purpose of your online account authentication only. Satswana data is encrypted. As a term of this contract we seek your consent to hold your data for this purpose, to be confirmed by your signature below.

Signed on Behalf of Satswana Limited

Signature: *C. A. Stevens*
Full Name: Christina A. Stevens (Miss)
Position: Director & Company Secretary
Date: 7th June, 2022

Signed on behalf of Woodstock Town Council

Signature:
Full Name:
Position:
Date:

Item 10 14th June Town Council Meeting

From: Kate Prudden <kateprudden@bbowt.org.uk>

Sent: Friday, May 27, 2022 5:20 pm

To: 'meg.manson@woodstock-tc.gov.uk' <meg.manson@woodstock-tc.gov.uk>

Subject: Survey of Woodstock Water Meadows Local Wildlife Site

Dear Meg,

I hope all is well.

When we met earlier this year we discussed the possibility of arranging an [Oxfordshire Wildlife Sites Project](#) re-survey of Woodstock Water Meadows Local Wildlife Site (41N01) this summer. The site was last surveyed in 2013. A 2022 survey would slightly bring forward the re-survey from of the usual 10 year cycle phase. But I've checked with partners in West Oxfordshire District Council who co-fund this project and they agree to the prioritisation of the re-survey to help provide updated baseline information about the site to support current conservation management work discussions. The site outline is marked in red on the attached overview map.

Our project is a partnership between the [Berks, Bucks and Oxon Wildlife Trust](#) (BBOWT) and the [Thames Valley Environmental Records Centre](#) (TVERC). It is funded by Local Authorities across Oxfordshire to assist them in meeting their obligations with regards to priority habitats and species. I am seeking formal permission here for an Oxfordshire Wildlife Sites Project survey to be carried out, ideally soon this summer. This would be to gain an updated assessment of the habitats and key botanical indicators that are present, plus any other ad hoc wildlife observations. The findings, along with any other biological records available for the site, would be used by the project's next Selection Panel (likely early 2023) to assess whether or not the site continues to meet the detailed formal [Selection Criteria](#).

This botanical habitat mapping survey would be carried out by our project partner Julie Kerans, of the TVERC, and/or one of her volunteer surveyors. This should generally take less than a full day. Should you grant permission for the surveying to go ahead, we would pass your details to Julie and she will then agree a date and access arrangements with you.

Please can you kindly:

complete and return the attached reply slip, including confirming whether you give survey permission or not, and also if there is anyone else who we should be contacting? (returning a photo of the form or providing the information by email is fine)

mark up on the map any section not under Town Council control (or where uncertain, given the historic nature of this site).

A full survey report (including a site summary, lists of typical and indicator plant species per key habitat, and a mapping of habitat types) would be sent to you after the next Selection Panel along with the decision made as to Local Wildlife Site status. Selection Panel outcomes include a site being retained as a Local Wildlife Site (in full or with a boundary amendment), de-notified entirely or a decision deferred pending additional information.

The site is part of a national network of places identified as being particularly important for wildlife, especially within the context of each county. Local Wildlife Sites (previously known as County Wildlife Sites) are recognised within Oxfordshire's District Authority Local Plans and some are of significance at a national or even international level also.

Our project continues to offer **free advice to LWS owners and managers about conservation matters and potential funding sources**. We would always be pleased to hear any updates that you have regarding this site including any additional biological records that may be available. I was pleased to

hear from you earlier this year that there are a number of local recorders active on the Local Wildlife Site. We would be very pleased to include any records made available to TVERC, directly or indirectly, by the end of the year in our wider Selection Panel review of the site.

Please contact me if require any further information.

I look forward to receiving your reply.

Best wishes,

Kate

Kate Prudden

Oxfordshire Wildlife Sites Project Officer

(Job share with Pim Young)

Berks, Bucks and Oxon Wildlife Trust (BBOWT)

The Lodge, 1 Armstrong Road, Littlemore,

Oxford, OX4 4XT

Mobile: 07712 898115

www.bbowt.org.uk

I work 0.5 FTE - normally Monday pm then Tuesdays and

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 General & Administration						
1200 Interest Received	53	300	247			
1275 Precept Received	122,800	122,800	0			
1277 S106 Money	638	0	(638)			
1400 Grants Received	7,000	0	(7,000)			
General & Administration :- Income	130,490	123,100	(7,390)			0
4000 Staff Costs	44,472	43,000	(1,472)		(1,472)	
4001 Pension Costs	7,382	9,100	1,718		1,718	
4002 Temporary Holiday cover	0	100	100		100	
4003 Working from home allowance	145	156	11		11	
4004 Locum Staff	10,844	0	(10,844)		(10,844)	
4007 Travel (Clerk & Councillors)	0	100	100		100	
4008 Training	783	1,000	217		217	
4020 Telephone	1,273	1,600	327		327	
4021 Postage	18	400	382		382	
4022 Office equipment + Stationery	2,067	3,000	933		933	
4025 Insurance	2,294	2,600	306		306	
4026 Memberships / Subscriptions	929	1,200	271		271	
4027 Misc Expenditure	304	0	(304)		(304)	
4030 Staff recruitment	215	0	(215)		(215)	
4056 Legal Fees	995	2,000	1,005		1,005	
4057 Audit	1,389	1,200	(189)		(189)	
4059 Bank Charges	188	300	112		112	
4060 Civic	183	1,000	817		817	
4061 Elections	2,465	100	(2,365)		(2,365)	
4062 PWLB Loan Interest	448	875	427		427	
4063 Public Works Loan Repayt	4,537	4,110	(427)		(427)	
4065 Licence for Marriage	2,250	750	(1,500)		(1,500)	
4066 Town Pictorial Maps+plan +Feas	0	5,500	5,500		5,500	
4067 Civic - Chain engraving	0	1,800	1,800		1,800	
4070 Computer System/IT Support	6,564	11,500	4,936		4,936	
4077 HR Consultants	2,043	0	(2,043)		(2,043)	
4079 Neighbourhood Planning	2,365	0	(2,365)		(2,365)	
4091 Covid -19 Support	468	0	(468)		(468)	
4496 Communications	326	1,000	674		674	
General & Administration :- Indirect Expenditure	94,948	92,391	(2,557)	0	(2,557)	0
Net Income over Expenditure	35,542	30,709	(4,833)			
6001 less Transfer to Reserves	13,205					
Movement to/(from) Gen Reserve	22,337					

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
120 Donations and Grants						
4500 Grant-Sustainable Woodstock	200	200	0		0	
4501 Grant-Old Woodstock Mock Mayor	500	500	0		0	
4502 Grant-Ladies Circle	200	200	0		0	
4503 Grant-Citizens Advice	200	200	0		0	
4525 Grant-Youth Club	800	800	0		0	
4526 Grant-Woodstock Town FC	300	300	0		0	
4536 Woodstock Guide/Scout Hut	600	600	0		0	
4537 Volunteer Link-Up	200	200	0		0	
Donations and Grants :- Indirect Expenditure	3,000	3,000	0	0	0	0
Net Expenditure	(3,000)	(3,000)	0			
201 Environment						
1151 Cemetery Income	15,445	6,000	(9,445)			
1160 WB & T Club Rent	1,894	1,913	19			
1400 Grants Received	160	0	(160)			
1501 P.Richardson Legacy	435	0	(435)			
Environment :- Income	17,934	7,913	(10,021)			0
4000 Staff Costs	1,350	1,000	(350)		(350)	
4400 Hensington Rd Cemetery	4,401	3,000	(1,401)		(1,401)	
4401 Lawn Cemetery	3,617	4,000	383		383	
4402 Churchyard	1,055	1,224	169		169	
4403 Lawn Cemetery - Extension	0	4,400	4,400		4,400	
4409 Old Wdstk Twn FC Grass Cut	750	750	0		0	
4410 Recreation Ground-New Road	2,765	4,500	1,735		1,735	
4411 Recreation Ground-OW	905	3,500	2,595		2,595	
4412 Recreation Ground-Budds Close	1,435	4,000	2,565		2,565	
4415 Playground Inspections (WODC)	3,789	0	(3,789)		(3,789)	
4420 Watermeadows Maintenance	7,206	20,500	13,294		13,294	
4427 OWL Maintenance	292	1,000	708		708	
4440 Street Furniture	0	200	200		200	
4442 Bus Shelters	0	200	200		200	
4445 War Memorial	824	1,000	176		176	
4460 Waste collection	1,132	1,400	268		268	
4470 ROSPA report	0	5,000	5,000		5,000	
4471 Weed Clearance	906	1,275	369		369	
4472 Winter Maintenance	0	200	200		200	
4473 Green Spaces Grant Expenditure	0	2,645	2,645		2,645	
4475 Tree Works	12,000	10,000	(2,000)		(2,000)	

16:47

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4480 Christmas Lights	8,529	10,300	1,771		1,771	
4485 Town in Bloom	1,126	2,500	1,374		1,374	
4487 Church Clock	362	250	(112)		(112)	
4495 Noticeboards	0	1,850	1,850		1,850	
Environment :- Indirect Expenditure	52,446	84,694	32,248	0	32,248	0
Net Income over Expenditure	(34,512)	(76,781)	(42,269)			
6001 less Transfer to Reserves	15,050					
Movement to/(from) Gen Reserve	(49,562)					
301 Town Hall						
1005 Daily/Commercial Lettings	1,347	6,000	4,653			
1010 Rent 24 Market Place	12,424	10,846	(1,578)			
Town Hall :- Income	13,771	16,846	3,075			0
4000 Staff Costs	9,310	10,200	890		890	
4001 Pension Costs	802	2,100	1,298		1,298	
4200 Routine Maintenance	3,106	4,000	894		894	
4202 Gutter Maintenance	0	650	650		650	
4203 Alarm (Fire,Security BT)	420	1,000	580		580	
4210 Operating Costs	6,769	7,300	531		531	
4211 Insurance and Rates	12,719	13,200	481		481	
4220 Caretakers' Telephone	0	75	75		75	
4344 Breckon & Breckon CP Mgt	1,200	0	(1,200)		(1,200)	
Town Hall :- Indirect Expenditure	34,326	38,525	4,199	0	4,199	0
Net Income over Expenditure	(20,555)	(21,679)	(1,124)			
305 Community Centre						
1005 Daily/Commercial Lettings	8,028	9,000	972			
1050 Commercial Office Rents	14,196	21,130	6,934			
1051 CC Service Charges	961	1,900	939			
1052 CC Office Insurance	0	226	226			
1502 Blenheim Legacy	500	0	(500)			
1504 CC bequeath receipt	4,820	0	(4,820)			
Community Centre :- Income	28,505	32,256	3,751			0
4000 Staff Costs	5,630	11,000	5,370		5,370	
4001 Pension Costs	802	2,200	1,398		1,398	
4200 Routine Maintenance	5,286	5,000	(286)		(286)	
4203 Alarm (Fire,Security BT)	361	1,000	639		639	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4210 Operating Costs	3,842	6,000	2,158		2,158	
4211 Insurance and Rates	1,554	4,000	2,446		2,446	
4220 Caretakers' Telephone	0	75	75		75	
4256 Fees Commercial Lease	416	3,000	2,584		2,584	
4290 CC Carpark resurfacing	4,820	0	(4,820)		(4,820)	
Community Centre :- Indirect Expenditure	22,710	32,275	9,565	0	9,565	0
Net Income over Expenditure	5,795	(19)	(5,814)			
<u>310 Corporate Property</u>						
1100 Rent 2 Market Street	22,972	24,752	1,780			
1105 Rent 4 Market Street	17,639	17,328	(311)			
1110 Rent 2 Park Street	20,216	21,574	1,358			
1115 Rent 4 Park Street	9,150	15,000	5,850			
1120 Rent 6 Park Street	12,833	14,136	1,303			
1125 Rent 8 Park Street	10,700	12,000	1,300			
1135 La Galleria: Cobbles	750	750	0			
Corporate Property :- Income	94,260	105,540	11,280			0
4300 Insurance 2 Market Street	135	153	18		18	
4301 Maintenance 2 Market Street	1,806	0	(1,806)		(1,806)	
4305 Insurance 4 Market Street	135	153	18		18	
4306 Maintenance 4 Market Street	652	0	(652)		(652)	
4310 Insurance 2 Park Street	509	574	65		65	
4311 Maintenance 2 Park Street	40	0	(40)		(40)	
4315 Insurance 4 Park Street	200	225	25		25	
4316 Maintenance 4 Park Street	480	0	(480)		(480)	
4317 Fees 4 Park Street	201	0	(201)		(201)	
4320 Insurance 6 Park Street	120	135	15		15	
4321 Maintenance 6 Park Street	135	0	(135)		(135)	
4325 Insurance 8 Park Street	170	192	22		22	
4326 Maintenance 8 Park Street	2,385	0	(2,385)		(2,385)	
4334 Provision for Zero Tenancy	0	1,300	1,300		1,300	
4335 24 Market Place insurance	41	46	5		5	
4342 Unspecified Property Repairs	0	4,000	4,000		4,000	
4343 Unspecified Lease Fees	1,809	4,000	2,191		2,191	
4344 Breckon & Breckon CP Mgt	20,360	17,000	(3,360)		(3,360)	
4346 CP Fixed wiring checks	0	900	900		900	
4350 VAT Unrecovered	0	12,800	12,800		12,800	
Corporate Property :- Indirect Expenditure	29,177	41,478	12,301	0	12,301	0
Net Income over Expenditure	65,083	64,062	(1,021)			

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
401 Weddings						
1000 Wedding Income	16,588	7,200	(9,388)			
	<u>16,588</u>	<u>7,200</u>	<u>(9,388)</u>			<u>0</u>
Weddings :- Income						
4000 Staff Costs	1,170	720	(450)		(450)	
	<u>1,170</u>	<u>720</u>	<u>(450)</u>	<u>0</u>	<u>(450)</u>	<u>0</u>
Weddings :- Indirect Expenditure						
Net Income over Expenditure	<u>15,418</u>	<u>6,480</u>	<u>(8,938)</u>			
601 Capital Projects						
4929 PA - Outdoor events	0	300	300		300	
4931 Car Park CC	12,598	12,000	(598)		(598)	
4942 2 Park Street - Exterior paint	0	2,000	2,000		2,000	
4953 CC - Internal Painting	0	4,000	4,000		4,000	
4970 T/H & C/C Marketing	0	400	400		400	
4977 New Boiler at TH	0	0	0		0	(5,000)
4980 TH - Disabled Access + Toilets	29,900	26,500	(3,400)		(3,400)	
4981 Website Upgrade	0	800	800		800	
	<u>42,498</u>	<u>46,000</u>	<u>3,502</u>	<u>0</u>	<u>3,502</u>	<u>(5,000)</u>
Capital Projects :- Indirect Expenditure						
Net Expenditure	<u>(42,498)</u>	<u>(46,000)</u>	<u>(3,502)</u>			
6000 plus Transfer From Reserves	(5,000)					
Movement to/(from) Gen Reserve	<u>(47,498)</u>					
Grand Totals:- Income	301,549	292,855	(8,694)			
Expenditure	280,275	339,083	58,808	0	58,808	
Net Income over Expenditure	<u>21,274</u>	<u>(46,228)</u>	<u>(67,502)</u>			
plus Transfer From Reserves	(5,000)					
less Transfer to Reserves	28,255					
Movement to/(from) Gen Reserve	<u>(11,981)</u>					

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
11,828	Debtors	15,366	
11,968	VAT Control Account	9,771	
2,308	Prepayments	0	
52,859	Unity Trust Bank	58,875	
80,000	CCLA Public sector deposit fun	80,000	
27	Petty cash	73	
19,935	Rent deposits held with WODC	24,097	
178,925			188,181
178,925	Total Assets		188,181
Current Liabilities			
20,329	Creditors	14,865	
2,400	Damage Deposits	500	
1,000	Donation - wildlife surveillan	1,000	
3,992	Accruals	2,060	
15,821	Receipts in Advance	9,586	
19,061	Rent Deposits	22,573	
62,603			50,584
116,323	Total Assets Less Current Liabilities		137,597
Long Term Liabilities			
0			0
116,323	Total Assets Less Long Term Liabilities		137,597
Represented By			
64,115	General Reserve		52,134
233	Legacy Fund Reserve		233
0	Legal Fees		1,005
462	Budds Graves Reserve		462
1,513	Wallhangings Reserve		1,513
0	Town Map		5,500
0	Civic Chain		1,800
0	Computer & IT		4,900
0	Watermeadows Maintenance		13,200
0	Noticeboards		1,850

25/05/2022

Woodstock Town Council 2021/22

11:35

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

0 New Boiler at TH Reserve	5,000
50,000 Planned Reserves	50,000
<u>116,323</u>	<u>137,597</u>

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 Legacy Fund Reserve	232.64		232.64
320 Legal Fees	0.00	1,005.00	1,005.00
321 Budds Graves Reserve	461.96		461.96
322 Wallhangings Reserve	1,513.31		1,513.31
323 Town Map	0.00	5,500.00	5,500.00
325 Civic Chain	0.00	1,800.00	1,800.00
326 Computer & IT	0.00	4,900.00	4,900.00
327 Watermeadows Maintenance	0.00	13,200.00	13,200.00
328 Noticeboards	0.00	1,850.00	1,850.00
329 New Boiler at TH Reserve	0.00	5,000.00	5,000.00
330 Planned Reserves	50,000.00		50,000.00
	<u>52,207.91</u>	<u>33,255.00</u>	<u>85,462.91</u>

Woodstock Town Council 2021/22

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2015	Bus Reserve A/C	0.00
28/08/2019	Bus Current A/C	0.00
30/11/2009	WTC - Xmas Lights	0.00
31/03/2022	Unity Trust Bank	58,874.85
31/03/2022	Lloyds bank CC	0.00
31/03/2022	Breckon & Breckon	0.00
31/03/2022	CCLA Public Sector deposit Fun	80,000.00
31/03/2022	Petty Cash Box	72.69

138,947.54

Other Cash & Bank Balances

24,096.85

163,044.39

Unpresented Payments

0.00

Closing Balance

163,044.39

All Cash & Bank Accounts

1	Barclays Current/BPA	0.00
2	Xmas lights	0.00
3	Unity Trust Bank	58,874.85
4	Lloyds bank CC	0.00
5	Breckon & Breckon	0.00
6	CCLA Public sector deposit fun	80,000.00
7	Petty cash	72.69
	Other Cash & Bank Balances	24,096.85
	Total Cash & Bank Balances	163,044.39

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 6 - CCLA Public sector deposit fun**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector deposit Fun	31/03/2022		80,000.00
			<u>80,000.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			80,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			80,000.00
		Balance per Cash Book is :-	80,000.00
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 7 - Petty cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash Box	31/03/2022		72.69
			<hr/> 72.69
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			72.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			72.69
		Balance per Cash Book is :-	72.69
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 3 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/03/2022	1	58,874.85
			<hr/> 58,874.85
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			58,874.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			58,874.85
		Balance per Cash Book is :-	58,874.85
		Difference is :-	0.00

Agenda Item for Tuesday 14th June 2022

Payment for Town Poll

As a rough guesstimate the poll will be in the region of **£1500 to £2000** it unlikely to be more than this, this is the figure already submitted to the Clerk to the council. The final figure and request for payment will be made to the town council during March/April 2023.

However, the allocated parking fund from WODC of £7000 has a usage deadline of 2 years; therefore it is in the Council best interest to pay this as soon as possible. This will leave the 22/23 budget as agreed in December 2021 as planned for the Council financial year ahead

Motion proposed by Cllr Grant Seconded by Cllr Parnes

Woodstock Town Council agrees that:

- a) *The total cost of the recent Town Poll held on Thursday 18th June 2022 be paid from the £7000 allocated parking fund by WODC to WTC in April 2021*
- b) *The Clerk/RFO arranges for this account/invoice to be raised by WODC for settlement at the earliest possible time.*

AG June 2022

Finance Committee

Purpose of the committee

To provide assurance to full council on the long-term financial sustainability of the council, through general supervision of the councils finances. This includes the principles of good practice in financial management; recommendations on investments, borrowing and capital expenditure; and assessment and monitoring of any financial plans.

Key Responsibilities

- To maintain oversight of the councils financial plans, highlighting risk and opportunities to full Council
- Making all decisions and recommendations with the aim of assuring long-term financial sustainability, including maintaining an overview of fee income against expected expenditure
- To review and recommend the annual budget to full Council
- To recommend to full Council the principles of financial management to be applied by the council and approve amendments to the Financial Regulations.
- To consider and approve the Annual Audited Accounts and Financial statements
- To oversee capital expenditure, approving expenditure and to consider and make recommendations to Council on material changes to capital budgets
- To test the validity of financial assumptions made in the business cases of major projects and to provide advice to Council accordingly
- To take any other such decisions as defined in the Scheme of Delegation, or as may be agreed from time to time

Membership

Total membership: 5 members including a chair of the committee

Quorum: Three

Procedural rules

Procedure: in the absence of any specific rules, the procedure is as set out in the Standing Orders of Council



Meeting Schedule 2022 – 2023

All Meetings now commence at 6.30pm

Tuesday 12 th July 2022	Town Council Meeting
Tuesday 9 th August	Town Council Meeting
Tuesday 13 th September 2022	Town Council Meeting
Tuesday 11 th October 2022	Town Council Meeting
Tuesday 8 th November 2022	Town Council Meeting
Tuesday 13 th December 2022	Town Council Meeting
Tuesday 10 th January 2023	Town Council Meeting
Tuesday 14 th February 2023	Town Council Meeting
Tuesday 14 th March 2023	Town Council Meeting
Tuesday 11 th April 2023	Town Council Meeting
Tuesday 18 th April 2023	Annual Parish Meeting
Tuesday 9 th May 2023	Town Council Meeting

Please note, additional meetings may be called to allow for the transaction of Council Business. Please refer to the website or notice board for additional meetings.

Planning and Strategic Housing

Elmfield
New Yatt Road,
WITNEY,
Oxfordshire, OX28 1PB
Tel: 01993 861000
www.westoxon.gov.uk



Town Clerk
Town Hall
Woodstock
OX20 1SL

Date: 23rd May 2022
Our Ref: 21/00217/OUT
Please ask for: Joan Desmond
Telephone: 01993 861655
Email: joan.desmond@westoxon.gov.uk

Dear Sir/Madam

CONSULTATION

Deadline: Please send me your comments by: 6th June 2022.

REFERENCE NO: 21/00217/OUT

PROPOSAL: Outline application with all matters reserved except for means of access for up to 250 dwellings with community space and car barns together with associated works.

Town and Country Planning Act

LOCATION: Land North Of Banbury Road Woodstock

APPLICANT: Mr Roger File

REGISTERED: 11th November 2021

I have received significant amendments to the above. If you would like to comment on the amendments, please do so as soon as possible before the end of the consultation deadline above. You can view details by entering the reference number here: [Public Access](#), where you can also make comments online. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments may not be confidential and may be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Joan Desmond

Principal Planner

Town Clerk
Town Hall
Woodstock
OX20 1SL

Date: 23rd May 2022
Our Ref: 21/00189/FUL
Please ask for: Joan Desmond
Telephone: 01993 861655
Email: joan.desmond@westoxon.gov.uk

Dear Sir/Madam

CONSULTATION

Deadline: Please send me your comments by: 6th June 2022.

REFERENCE NO: 21/00189/FUL

PROPOSAL: Hybrid planning application consisting of full planning permission for the erection of 74 dwellings, 60 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 106 dwellings, up to 60sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works (Amended).

Town and Country Planning Act

LOCATION: Land East Of Hill Rise Woodstock
APPLICANT: Mr Roger File
REGISTERED: 11th November 2021

I have received significant amendments to the above. If you would like to comment on the amendments, please do so as soon as possible before the end of the consultation deadline above. You can view details by entering the reference number here: [Public Access](#), where you can also make comments online. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments may not be confidential and may be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Joan Desmond

Principal Planner

Town Clerk
Town Hall
Woodstock
OX20 1SL

Date: 11th May 2022
Our Ref: 22/01013/FUL
Please ask for: Darcey Whitlock
Telephone: 01993 861697
Email: darcey.whitlock@westoxon.gov.uk

Dear Town Clerk

CONSULTATION

Deadline: Please send me your comments by: 1st June 2022.

APPLICATION NO: 22/01013/FUL

PROPOSAL: Installation of new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).

Town and Country Planning Act

APPLICATION NO: 22/01014/LBC

PROPOSAL: Internal and external alterations to Install new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).

Planning (Listed Building and Conservation Areas) Act

LOCATION: The Crown Inn 31 High Street Woodstock

APPLICANT: Mr Daniel Wadsworth

REGISTERED: 9th May 2022

These applications are in or affecting the Woodstock Conservation Area.

I have received these applications for permission to develop under the above acts. If your council would like to comment on these applications, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#), where you can make comments online and keep up to date with the progress of the application. Alternatively write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Darcey Whitlock

Planner

Town Clerk
Town Hall
Woodstock
OX20 1SL

Date: 11th May 2022
Our Ref: 22/01014/LBC
Please ask for: Darcey Whitlock
Telephone: 01993 861697
Email: darcey.whitlock@westoxon.gov.uk

Dear Town Clerk

CONSULTATION

Deadline: Please send me your comments by: 1st June 2022.

APPLICATION NO: 22/01014/LBC

PROPOSAL: Internal and external alterations to Install new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).

Planning (Listed Building and Conservation Areas) Act

APPLICATION NO: 22/01013/FUL

PROPOSAL: Installation of new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).

Town and Country Planning Act

LOCATION: The Crown Inn 31 High Street Woodstock

APPLICANT: Mr Daniel Wadsworth

REGISTERED: 9th May 2022

These applications are in or affecting the Woodstock Conservation Area.

I have received these applications for permission to develop under the above acts. If your council would like to comment on these applications, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#), where you can make comments online and keep up to date with the progress of the application. Alternatively write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Darcey Whitlock

Planner

Town Clerk
Town Hall
Woodstock
OX20 1SL

Date: 16th May 2022
Our Ref: 22/01067/HHD
Please ask for: Darcey Whitlock
Telephone: 01993 861697
Email: darcey.whitlock@westoxon.gov.uk

Dear Town Clerk

CONSULTATION

Deadline: Please send me your comments by: 6th June 2022.

APPLICATION NO: 22/01067/HHD

PROPOSAL: Erection of single storey side extension and conversion of existing garage to create additional living space.

Town and Country Planning Act

LOCATION: 44 Brook Hill Woodstock Oxfordshire

APPLICANT: Mr Nick Mellis

REGISTERED: 12th May 2022

These applications are in or affecting the Woodstock Conservation Area.

I have received this application for permission to develop under the above act. If your council would like to comment on this application, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#) where you can make comments online and keep up to date with the progress of the application. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Darcey Whitlock

Planner

Town Clerk
Town Hall
Woodstock
OX20 1SL

Date: 24th May 2022
Our Ref: 22/01238/HHD
Please ask for: Darcey Whitlock
Telephone: 01993 861697
Email: darcey.whitlock@westoxon.gov.uk

Dear Town Clerk

CONSULTATION

Deadline: Please send me your comments by: 14th June 2022.

APPLICATION NO: 22/01238/HHD

PROPOSAL: New porch, window on front elevation replaced by French doors. Single storey rear extension. Hipped roof changed to gable end on side of house.

Town and Country Planning Act

LOCATION: 63 New Road Woodstock Oxfordshire

APPLICANT: Rebecca Rush

REGISTERED: 5th May 2022

I have received this application for permission to develop under the above act. If your council would like to comment on this application, please do so as soon as possible before the end of the consultation deadline above. You can view details of this application on the [Consultee Access](#) where you can make comments online and keep up to date with the progress of the application. Alternatively you can email your comments to planning@westoxon.gov.uk or write to Planning at the above address.

Please note that your comments are not confidential and will be made public on our website. For further guidance on commenting on planning applications, see our website www.westoxon.gov.uk/planning.

Yours faithfully

Darcey Whitlock

Planner

Property Report June 2022

8 Park Street:

Following marketing, new tenants have been found for this property and a new 12 month tenancy commenced on 1st June at an increased rent of £1,200 per month.

Cobbled Area

The tenant has been chased for this year's charge and has confirmed verbally that this will be paid within the next two week.

Outside Tap at the Town Hall

Breckons have been unofficially (to be verified by the Clerk) advised that WTC has overcome the need for an outside tap.

Nothing further to report on all other properties

AG June 2022

Woodstock Town Council Meeting of 14 June 2022

Clarifications Regarding Woodstock Traffic Advisory Committee's Use of Town Council Coat of Arms and Letterhead

Report by Cllr S Parnes

1. The Woodstock Traffic Advisory Committee is not a Committee of Woodstock Town Council (words to this effect were once routinely included on each TAC agenda, but this practice has stopped).
2. Woodstock Town Councillors comprise a minority of the TAC Membership and do not chair.
3. Woodstock Town Council no longer routinely 'services' the TAC through minute-taking by staff.
4. Town Councillors who are TAC Members have no delegated authority to take any decisions on behalf of the Town Council, at the TAC.
5. There has emerged confusion, apparent misunderstandings, and apparent misconceptions in relation to the Town Council's involvement in the TAC, and in relation to the extent to which Town Cllr participation at the TAC can be deemed to comprise Town Council involvement. **Some confusion apparently emanates from TAC Agendas' display of the Town Council's coat of arms and use of the Town Council's letterhead including contact details of the Council's principal officer** (a recent example is included on the following page, showing a TAC Agenda appearing to be issued by the Town Council but not signed by a WTC officer).

The purpose of this paper is to invite consideration and request clarification as to the extent to which it is deemed appropriate for the TAC to continue using Woodstock Town Council's coat of arms and letterheads, and it is PROPOSED that the outcome be properly publicly documented and communicated to the Chair of the Traffic Advisory Committee.

#



**Notice of a Meeting of the Woodstock Traffic Advisory Committee to
be held on Monday May 9th 2022 at 11am
Assembly Room, Town Hall, Woodstock**

AGENDA

1. Apologies
2. Declarations of Interest
3. Public Participation (advanced notice of item and time allocated)
4. Minutes of the last meeting. (Attached)
- Matters arising (not covered elsewhere on the agenda)
5. Blenheim Traffic Impact on upcoming events
6. Village Travel Network update
7. Highways Maintenance Report (Mike Wasley)
 - Inc parking on and off pavement on northern part of Oxford street,
 - Double yellow lines consideration on Manor Road (A44)
 - Poor surface profile (A44) (CC paper item 6)
 - Bollards in Market Square (papers attached) (OCC and WTC)
8. New Bridge design incl. barriers at the Black Prince update (CC paper item 5)
9. 30mph to 20 mph reduced scheme-Woodstock and Bladon (CC Paper item 2)
10. Car parking Consultation update- James Whiting/Keith Stenning
11. North and South Woodstock Connectivity. Proposals for a new off-highway link path. Sustainable Woodstock and WTC (CC Paper item 1)
- 12.Improvements to Sustrans Route 5 cycle track between Bladon Roundabout and Bladon Chains. (S 106/Blenheim). (CC paper item 3)
- 13.Bladon to Hanborough Cycle/Footway-Signage and dropped kerbs outstanding. OCC (CC paper item 4)
14. Date of future Meeting