



## **Woodstock Town Council**

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: [www.woodstock-tc.gov.uk](http://www.woodstock-tc.gov.uk)

Locum Town Clerk: Karen Crowhurst

### **Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 25<sup>th</sup> October 2022 at 6.30pm**

**Cllrs. present:** Elizabeth Poskitt (Mayor)  
Jo Lamb (Deputy Mayor)  
Linda Addis  
John Bleakley  
Nick Manby-Brown  
Ann Grant  
Meg Manson  
Sharone Parnes  
Matthew Parkinson  
Ulli Parkinson  
Cllr Spencer-Churchill

**In Attendance:** Karen Crowhurst – Locum Clerk  
West Oxfordshire District Cllr. Cooper  
Oxfordshire County Cllr. Graham  
Ken Corbett – Primsite Media  
6 members of the public

25/10/1. **Apologies for Absence**

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr Kate Bailey, and Cllr Graham.

25/10/2. **Minutes of last meeting**

To consider for approval, the minutes of the Town Council Extraordinary meeting held on 27<sup>th</sup> September 2022

It was **resolved** to accept the minutes with the exception of the item regarding the appeal for Brothertons as there was not sufficient clarity.  
as a true and accurate record of the meeting.

25/10/3. **Declarations of Interests**

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

Cllr Poskitt declared an interest regarding planning as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

Cllr Addis and Cllr Grant were granted dispensation in relation to item 13.2 on the agenda as they live close to the site for consideration.

25/10/4. **Public Speaking and Question Time**

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

The Mayor read a letter from a resident as requested the content of the letter covered;

- The impact of development including the impact to the environment, intrusion and the loss of the current feel to the Town. The correspondent urged Councils to rethink plans so they are not so intrusive.

Ken Corbett of Primesite Media spoke about agenda item 9 on the agenda as he included in the proposal. Questions were raised about the types of shelters, these included:

Q "Are the displays lit up?"

A "Yes they are".

Q "What term is the contract?"

A "The contract is for 20 years."

Q "Are there advertising restrictions?"

A "Yes."

Q "Is the glass a glass or flexi glass?"

A "The glass used is plexi glass."

Q "What happens if there is a complaint about the advert?"

A "We have never received a complaint, if someone wishes to complain they can contact the company."

25/10/5. **County Councillor's Report**

To receive the monthly Parish report from Oxfordshire County Cllr Graham (Previously circulated)

No report was received.

25/10/6. **District Councillor's Report**

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

After a couple of points for clarification from Members in relation to a Wheelie Bin Policy to which Cllr Cooper advised is being discussed and the word distribution in the report should read placement. Members noted the report received.

25/10/7. **Correspondence for noting or action**

1. Letter from National Association offering advice regarding Non-Committee Members attending Confidential items of Committees.

Members noted the correspondence received and requested the Clerk contact the Solicitor for further clarification of the advice received. **Action the Clerk.**

The Clerk reminded Members of the previous decision passed by resolution and to be included in the Standing Orders that non-voting Council Members will leave any meeting they attend when the meeting excludes the press and members of the public.

2. Democratic Service advice on final decision(s) passed by resolution

Members noted the advice received, and requested the Clerk to raise points submitted to her by email to the Manager of Democratic Services. **Action – The Clerk.**

3. District Councils response to Council regarding odour complaints

Members commented and noted the respond received.

25/10/8. **Amendment to Standing Orders relating to Extraordinary Meetings**

**Recommendation proposed by Cllr Lamb:** *The purpose of an Extraordinary Meeting is to enable business to be transacted or a matter debated that cannot await the until the next Ordinary Meeting of Council. The expectation is in the notice of Motion is **urgent**.*

In accordance with Standing Orders, it was agreed to discuss this at the next Town Council Meeting.

25/10/9. **Bus shelter report-** To note the report and agree any actions/decisions recommended.

25/10/10. It was **resolved** after a vote was taken by a show of hands, to accept the actions contained within the report and request negotiations between the Council and Primesite Media. All were in favour.

25/10/11. **Policies for adoption**

- I. Risk Assessment and procedure for volunteers
- II. Woodstock Town Council Risk Assessment

After a short discussion it was agreed for the Environment Working Group to carry out some further work and present final documents to Council.

25/10/12. **RFO Reports**

- a) To note the Cost Centre report of budget against actual income and expenditure at 30<sup>th</sup> October 2022
- b) To approve the schedule of payments from 31<sup>st</sup> August 2022 – 30<sup>th</sup> September 2022
- c) To approve the bank reconciliations presented
- d) To add the RFO to Unity Trust Bank account in order for payments to be raised
- e) Budget progress and update

All the above was deferred. It was requested that full reports up until the 31<sup>st</sup> October be presented at the meeting scheduled for the 8<sup>th</sup> November.

25/10/13 **Planning & Licensing**

- a) To consider response to the following applications: -

**22/02568/HHD 31 Oxford Road Woodstock Oxfordshire**

2 two storey side extensions with pitch roof over. Single storey rear extension with flat roof, part first floor extension with flat roof over and timber cladding. Replace front cat slide roof and dormer window with pitch roof, render external, minor internal alterations to the existing layout. Replace existing flat roof porch with new flat roof porch, proposed detached garage with pitch roof over. Dormer windows to garage, single storey flat roof link to garage

**Comments and observations**

Woodstock Town Council do not support this application due to overdevelopment of the area and the possible damage to tree roots as well as possible loss of trees which have Tree Preservation Orders on them.

**22/02562/FUL 34 Shipton Road Woodstock Oxfordshire**

Conversion of existing dwelling, including erection of first floor side extension, to create two separate properties with parking, refuse and amenity spaces.

**Comments and observations**

No objections.

**22/02596/HHD 33 Blackberry Way Woodstock Oxfordshire**

Part conversion of existing double garage and erection of single storey rear Extension

**Comments and observations**

No objections.

**22/02665/HHD Wychwood Cottage 23 Manor Road Woodstock**

Various works to include construction of single storey rear 'in-fill' extension, replace rear external cladding on later extension with render and provision of external steps together with associated landscaping.

**Comments and observations**

No objections.

**22/02666/LBC Wychwood Cottage 23 Manor Road Woodstock**

Internal and external alterations to include erection of single storey rear 'in-fill' extension, replacement windows to rear later extension and replace external cladding with render, changes to internal layout over three floors with installation of additional staircase and conversion of part of existing garage to create additional living space.

**Comments and observations**

No objections

b) **Other Planning Matters**

25/10/14

## Consultation on Proposed Main Modifications to the Submission Draft Salt Cross Garden Village Area Action Plan (AAP) – Deadline for submission 4<sup>th</sup> November 2022

It was agreed not to comment on the above.

**Motions** – To consider written motions raised by Council Members

### **1. Starting Time of Meetings**

To review the starting time of meetings

At the meeting of Tuesday 12<sup>th</sup> April 2022 it was resolved to change the starting time of the Meetings from 7.30pm to 6.30 pm with the suggestion of a 6 month trial.

Since then a vacancy for a council seat occurred due to a resignation.

Several potential candidates for the August by-election were unable to offer themselves for election due to the very early starting time of 6.30 pm mainly due to work commitment.

Checking on other council s starting times the consensus seems to be 7pm start which as being flagged up by potential candidates would be more acceptable to many

**Proposed by Cllr A Grant Seconded by Cllr J Spencer-Churchill**

*WTC agrees to change the starting time of their meetings from 6.30pm to 7pm*

A heated debate was held. No decision was made. Cllr Grant suggested she may submit this as an item for inclusion in the Standing Orders.

### **2. Requests for a Grit Bin**

To agree the purchase of a Grit Bin in Brook Hill

***WTC Meeting 12<sup>th</sup> April 2022 the following was agreed***

*18/4/22 Provision of a Grit Bin at Kerwood Close*

***RESOLVED that Council APPROVE to pay OCC £250 plus VAT for a new grit bin located at the top of Kerwood Close.***

When the above item came to council I asked to add another bin at the junction of Glyme Close with Brook Hill but I was told by the Clerk to bring my request to another meeting.

**Agenda item for Tuesday 18<sup>th</sup> October 2022**

In keeping with the agreement as in the Resolution 18/4/22 12<sup>th</sup> April 2022

***(RESOLVED that Council APPROVE to pay OCC £250 plus VAT for a new grit bin located at the top of Kerwood Close)***

**Motion proposed by Cllr Grant Seconded by Cllr Spencer-Churchill**

*WTC agrees to purchase a Grit Bin to be sited at the junction of Glyme Close with Brook Hill.*

**Reasoning:** This is a very dangerous area in icy weather, cars have slipped out of Glyme Close into the path of oncoming cars down the hill neither being able to stop and more often than not it is the Glyme Close sign that actually bring the oncoming car down the hill to a stop.

Brook Hill is used by HGVs to deliver to Mumfords which can also be very hazardous to not only other vehicle but pedestrians alike.

Cllr Manson left the meeting at 7.30pm and re-joined the meeting at 7.33pm

After a strong debate and taking into account other bin installations recently and any precedents set a named vote was requested.

**For:** Cllr Addis, Cllr Grant, Cllr Parnes and Cllr Spencer Churchill.

**Against;** Cllr Manby-Brown and Cllr Poskitt.

**Abstained;** Cllr Bleakley, Cllr Lamb and Cllr Manson.

Therefore, a **resolution** was passed to purchase a grit bin to be sited at the junction of Glyme Close with Brook Hill.

25/10/14. **To note the meeting notes of the Environment Working Group held on 29<sup>th</sup> June and agree recommendations arising from the notes. To also note the meeting notes of the Environment Working Group budget meeting held on 11<sup>th</sup> October and agree the recommendations and budget presented to Council.**

3.2 The creation of a leaflet to hand out to users and to be available to others.

3.3 – Pond clearance and to purchase a strimmer and provide training to the Volunteer Warden to use the strimmer. – Recommendation to contact Blenheim to provide training and to consider storage.

10.1 Budget recommendations

12.3 Sustainable Woodstock attendance at meetings. - Recommendation to attend meetings when needed to offer advice and information to the Working Group.

12.4 Cemetery fees – Recommendation to increase by 10% to the nearest £5. It was also agreed for the Locum Clerk and Cllr Grant to look at the fees and definitions for Non-Parishioners. **Action – Locum Clerk and Cllr Grant.**

Members noted the meeting notes and the recommendations.

### **11<sup>th</sup> October recommendations**

- 1) Bowls and Tennis Club removed to be incorporated with properties/assets.
- 2) 4000- Remove Staffing cost of £3,000 and use for main staffing budget if required.
  - 1) 4210 Operating costs to be removed as covered elsewhere.
  - 2) 4400 To add a budget heading Grass cutting for the Cemetery as a new budget heading – Hensington Road.
  - 3) To reinstated the original £5,000 budget amount not the £4,000 presented.

- 4) Churchyard to be investigated regarding responsibility of “Closed Churchyard status”. To set the budget at £1,500.
- 5) 4403- To remove Lawn Cemetery budget line and include the amount to Lawn Cemetery Lawn Cemetery budget £7,000. (4401)
- 6) 4409 -Old Woodstock Football Club to include in the grant programme. Increase the amount of the grant budget heading to £4,000.
- 7) 4410, 4411 and 4412- to change the budget heading to play area(S). 4415 to be called Play area inspections. It was agreed to agree to the budget presented. 4415 To reduce the amount of inspections to monthly rather than weekly. It was agreed to recommend the amount of £5,000 for the budget.
- 8) 4420-Water Meadows – £15,500 an increase of £500 of the amount presented.
- 9) 4420 - Owl Maintenance. To increase from £1,000 to £5,000 as it is anticipated that work will need to be carried out in the next financial year.
- 10) 4442 – Bus shelters, 0.00.
- 11) To add a budget line Contingency for the amount of £1,000.
- 12) 4445 - War Memorial - to remain at £1,000 allocation.
- 13) 4455 – Allotments, to remain at £250 allocation.
- 14) 4460 – Waste Collection, to set at £3500 allocation.
- 15) 4470 - ROSPA, Water Meadow report to set at £1, 500 allocations.
- 16) To add a new budget line for Annual Play Area Inspections for the amount of £1,000.
- 17) 4471 – Weed clearance, to remain at the £1,000 recommendation.
- 18) 4472 – Winter Maintenance, to remain at £200.
- 19) 4473 – Green Spaces Expenditure, remove budget heading.
- 20) 4475 - Tree Works, to set a £5,000 allocation. To also carry out a tree survey before the end of the 2022-23 financial year.
- 21) 4480 – Christmas Lights to set a £7,500 allocation.
- 22) 4485- Town in Bloom to set a £250 allocation.
- 23) 4487 – To remove from the Environment to Properties Budget.
- 24) It was agreed to present the amended budget to Council for approval and using the items amended in red to show any changes to the amount.

All of the above were taken together. It was agreed to consider the Environment budget at the budget meeting scheduled for 22<sup>nd</sup> November 2022.

25/10/15. **Hazardous path – Green Lane Cemetery**

- a) To establish who is responsible for the path – Currently being investigated

Members are confident that the Town Council is responsible for the path. The Locum Clerk advised that she is awaiting confirmation from the solicitors.

- b) If Council is responsible to consider going through the tender process if the amount of repair would be over £25,000 or go through the quotation process if less.

Members agreed to approach a contractor to gain an indicative cost. If the amount is above £25,000 then Members agree to the matter to go through a procurement process.

25/10/16 **Urgent Planning Meetings – to consider the reinstatement of the Urgent Planning Committee Meeting and to grant delegated authority to the Committee.**

The reasons for holding urgent planning meetings was discussed alongside planning matters being included on Extraordinary meeting agendas should the need arise. A named vote was requested for the previous decision of Extraordinary meetings being called to consider planning matters.

**For Urgent Planning Meetings to be held.** Cllr Manby- Brown and Cllr Poskitt.

**Against Urgent Planning Meeting to be held.** Cllr Addis, Cllr Bleakley, Cllr Grant, Cllr Lamb, Cllr Manson, Cllr Parnes and Cllr Spencer Churchill.

It was therefore, agreed to continue with holding Extraordinary Meetings to discuss planning matters.

25/10/17 **Remembrance Day arrangements – to receive an update and agree any actions**

Cllr Poskitt informed the meeting of the current arrangements made and advised that a band has not been sourced. Cllr Poskitt advised that arrangements are being made the same as in previous years.

25/10/18 **Update on Memorial to Col. Nigel Clifford.**

Cllr Poskitt informed Members that a request has been made for a plaque to be placed in the Town Hall. Members raised concerns about a precedent being set as well as the plaque being a permanent fixture on the wall of a listed building.

After some discussion, it was agreed for Cllr Poskitt to request an alternative memorial which does not require the memorial to be fixed. **Action – Cllr Poskitt.**

**Exclusion of Press and Public**

**To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege.**

Cllr Grant proposed the exclusion of press and public which was seconded by Cllr Lamb,

25/10/19 **Quotations**

- a) To consider quotations received and appointment of Internal Auditor



After considering 3 quotations. It was **resolved** to appoint Mulberry and Co as the Internal Auditor to Woodstock Town Council for a period of a year review the appointment after this time has passed.

- b) To consider quotations received for a handrail outside Church Lane Cemetery

No quotations were received.

- c) To consider quotations for the office photocopier

It was agreed to defer this item until more information has been sought.

25/10/20. **Town Clerk Vacancy**

- a) Advertising and budget
- b) Time frame – Deadline for applications to be revived
- c) To appoint an Interview Panel – Usually from the Staffing Committee
- d) To consider cover for the Clerk if no applicants come forward or a successful candidate has to give 3 months' notice (The Locum Clerk appointment is currently until the end of December 2022)

The Mayor suggested that the above be deferred to the Staffing Committee meeting scheduled for the 31<sup>st</sup> October.

For her own reasons, The Mayor closed the meeting at approximately 8.17pm. Therefore, item 20 was not discussed and no decisions were made.

25/10/21. **Close the meeting**

This was covered above.

Woodstock Town Council  
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Woodstock,  
Oxford, OX20 1SL  
Telephone: 01993 811216  
Website: [www.woodstock-tc.gov.uk](http://www.woodstock-tc.gov.uk)  
Locum Town Clerk: Karen Crowhurst

**Minutes of the meeting**

**held on 11<sup>th</sup> October**

**6.30pm**

**At Woodstock Town Hall**

**Minutes of the meeting of Woodstock Town Council held in The Town Hall,  
Woodstock on Tuesday 11<sup>th</sup> October 2022 at 6.30pm**

**Cllrs. present:** Elizabeth Poskitt (Mayor)  
Jo Lamb (Deputy Mayor)  
John Bleakley  
Ann Grant  
Sharone Parnes  
Matthew Parkinson  
Ulli Parkinson  
Nick Manby-Brown  
Cllr Spencer-Churchill

**In Attendance:** Karen Crowhurst – Locum Clerk  
West Oxfordshire District Cllr. Cooper

6 members of the public

**11/10/1. Apologies for Absence**

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr K Bailey ,County Cllr Andrew Graham and District Cllr Julian Cooper. Cllr S Parnes gives apologies for arriving at 18.34pm

**11/10/2. Minutes of last meeting**

To consider for approval, the minutes of the Town Council meetings held on Tuesday 14th June, Friday 22nd July, 9th August 2022 and the Extraordinary Meeting 16th August 2022 – numerical orders, add ETC for extraordinary meetings  
Minutes were approved 14th Aug, note the numerical orders.

Members had already approved the minutes of the meeting held on 14<sup>th</sup> June 2022 at a previous meeting. It was **resolved** with the above suggestions to accept all other minutes as a true and accurate record of those meetings.

### **11/10/3. Declarations of Interests**

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

Interests were received from Cllr E Poskitt and Cllr M Parkinson, in relation to 13.5 on the agenda.

### **11/10/4. Public Speaking and Question Time**

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

Members of the public raised no questions or offered any comments.

### **11/10/5. County Councillor's Report**

To receive the monthly Parish report from Oxfordshire County Cllr Graham

No report was received.

**11/10/6. District Councillor's Report** to receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (previously circulated)

Members noted the report.

### **11/10/7. Amendment to Standing Orders relating Non-Members attending confidential sessions in Committee Meetings.**

**Recommendation:** *'A Councillor is entitled to attend all meetings and committee meetings of the Council, regardless of that Councillor's membership of a particular Committee. A Councillor is not however, entitled to remain in a meeting where a Motion has been passed to exclude the Public and Press for the purposes of discussing confidential or prejudicial information, unless that Councillor can demonstrate that remaining in the meeting is essential to the performance of their duties.'*

After considering the advice received from the Clerk and the National Association of Local Councils Solicitor the meeting moved to a recorded vote The outcome was:

For 9 Against 0 Abstained 2

It was **resolved** to accept and implement the amendment to the standing orders.

### **11/10/8. Civility and Respect pledge –**

To pass a resolution to sign up to the civility and respect pledge

To agree to sign up to the Civility and Respect pledge, national campaign. The *National Association of Local Councils is supporting the national project to put civility and respect at the top of the agenda and start a culture change for the local council sector. Signing up to the pledge demonstrates the council is committed to standing up to poor behaviour across the sector and driving through positive changes that support civil and respectful conduct. This is the result of growing concerns about the impact of bullying, harassment and intimidation on local councils, councillors, clerks and council staff and the effectiveness of local councils - Documents previously circulated.*

#### **Pledge**

#### **Our Council –**

1. Has agreed it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

2. Has committed to training councillors and staff.
3. Has signed up to the Code of Conduct for councillors.
4. Has good governance arrangements in place including, staff contracts, and a dignity at work policy\*.
5. Will commit to seeking professional help in the early stages should civility and respect issues arise.
6. Will commit to calling out bullying and harassment if and when it happens.
7. Will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g. via the Local Council Award Scheme.
8. Will support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate

Cllr Parnes commented on number 8 in the pledge as sanctions and changes in legislation is questionable.

Cllr Parnes placed a motion to defer this item which was seconded by Cllr Grant, a vote was taken by a show of hands with the majority not wishing to defer this item. After a further vote it was not for Woodstock Town Council to sign up to the Civility and Respect Pledge.

Due to the Council adopting the previous Code of Conduct in April, the Clerk advised that as 6 months had not past since the council adopted the previous Code of Conduct the rule within Standing orders state a special resolution would be needed,. This had to be signed by 8 Councillor's.

The Clerk advised that If Council would like to adopt the new Code that a Council Member would need to propose a motion in writing and to collect signatures on the motion which could then be placed on the next agenda . No Councillor came forward at the meeting.

#### **11/10/9. Policies for adoption** (previously circulated)

I Woodstock Town Council – Equalities Policy

II. Woodstock Town Council Members and Officers Protocol Policy

After receiving a request to change the wording from Chairman to Chair a vote was taken by a show of hands. 8 Members were in favour of adopting the Equalities Policy and 2 Members abstained. Therefore, it was **resolved** to adopt the Town Council Equalities Policy and include a reference to the Internationally recognised IHRA Definition of Antisemitism Policy.

It was **resolved** to adopt Woodstock Town Council Members and Officers Protocol Policy. 9 Members were in favour. 2 Members abstained.

#### **11/10/10. Appointment of Membership to the Finance and Assets Committee – 5 Members**

After some discussion and noting the advice received from the Manager of Democratic Services regarding the lawfulness of the resolution at the meeting held on 9<sup>th</sup> August 2022 the following Members were appointed to the Committee:

Cllr Bleakley  
Cllr Manby-Brown  
Cllr Lamb  
Cllr Poskitt

The meeting moved to a vote by show of hands. 6 Members were for the appointment. 5 Members abstained from voting. Therefore, the resolution was carried. It was **resolved** to accept the appointment of the above members.

To appoint an internal control panel. The Internal Control Panel will meet with the RFO and Clerk quarterly to do some internal control tests. The panel will comprise of 3 non-bank signatory Members.

The tests will include:

- a) Checking a few payments in that quarter against the invoice to see if it has been signed, entered correctly and shows on the bank statement
- b) Check the amount held in petty cash
- c) Other things may come to mind during the process

It was agreed to remove this item until a later stage if needed.

### **11/10/11. Audit Matters**

- a) To decide whether to continue with a sector led External Auditor or opt out

After a vote was carried out and the outcome was unanimous, it was **resolved** that Woodstock Town Council will continue with a sector led External Auditor.

- b) To note that the existing Internal Auditor is no longer providing an audit service and to request the Clerk to source 3 quotations for a new auditor

Members noted that the current Internal Auditor has ceased with audit provision. It was agreed for the Clerk to obtain 3 quotations.

### **12/10/12. RFO Reports**

- a) To note the Cost Centre report of budget against actual income and expenditure at 31<sup>st</sup> August 2022

It was agreed to defer the report to November meeting to allow for concerns to be Investigated.

- b) To approve the schedule of payments from 30th June – 31st August 2022 i  
It was agreed to defer this item to the November meeting - unanimous vote.

- c) To approve the bank reconciliations presented

It was agreed to defer this item.

- d) To add the RFO to Unity Trust Bank account in order for payments to be raised 3,  
Members were advised that this is in progress.

### **11/10/13. Motions**

#### **To consider written motions raised by Council Members**

#### **11/10/13.1 Bladon Parish Council Response to Planning App 22-01715-OUT Land East of Park View Motion - proposed by Cllr Sharone Parnes and seconded by Cllr Grant.**

The Council **resolves** that:

**1. Woodstock Town Council notes and fervently endorses the contents of Bladon Parish Council's response (dated 08/08/2022) to Planning Application 22/01715/OUT Land South**

of Perdiswell Farm / Land East of Park View;

**2.** *The Town Council appreciates, agrees with, and fully supports the content associated with Bladon Parish Council's 22 mentions of Woodstock, in their submission; and*

**3.** *The Town Council will cite the entirety of this Resolution in/as a supplementary submission (late representation) to the Cherwell District Council Planning Authority, attaching the Bladon Parish Council document, and explicitly requests Planning Officers take note of Woodstock Town Council's support and endorsement of it.*

### **Background**

The Bladon Parish Council document is available from the Planning section of Cherwell District Council's website, <https://planningregister.cherwell.gov.uk>

Cllr Bleakley seconded the motion 9 Members were in favour of the motion, there were 2 abstentions. Therefore, the motion was carried.

### **11/10/13.2 Motion proposed by Cllr Grant seconded by Cllr Spencer-Churchill**

*Due to the error according to Standing Orders 7 changing within 6 months of the original agreement minute 14/06/2022 of agreeing to forming a Finance Committee, the Council agrees to rectify this error under Standing Order 4xii The Council may dissolve a Committee and Sub Committee at anytime and the agreed committee shall be dissolved from immediate effect and reconsidered as per the original decision item deferred until a permanent Clerk appointed. – Paper to Council previously circulated.*

This Motion was covered earlier on in the proceedings.

### **13.3 Motion proposed by Cllr Manson seconded by Cllr Manby-Brown**

*To authorise to spend (within budget) of approximately £2000 to cut the grass of Meadows 5 and 6. Only one quote has been submitted due to reluctance of other companies to take on the project.*

An amendment to the motion was received from Cllr Manby-Brown to increase the amount from £2,000 to £2,680.00 excluding Vat which was seconded by A grant. All Members were In favour of amended motion.

It was **resolved** to appoint Bawden Arboriculture, Ecology & Woodland Management to carry out the work required in Meadows 5 and 6 at the cost of £2680.00 excluding VAT

### **11/10/13.4 Motion proposed by Cllr Grant seconded by Councillor Parnes**

WTC agrees that:

- a) The clerk undertakes to consult utility providers and tenants to understand where cost controls can be implemented, including but not limited to the exploration of technology, such as smart meter and controls.*
- b) To report back findings and recommendations with any financial costs to the council at the meeting of Tuesday 11th October 2022 for implementation prior to winter 2022/23*

The Clerk requested for delegated authority be granted to a Member of the Council to assist the Clerk with this matter due to time constraints. Members agreed to delegate authority to Cllr Ann Grant to work alongside the Clerk regarding this matter. The deadline was also changed until the meeting in November.

## **11/10/13.5 Motion proposed by Cllr Parnes**

The Council resolves

*to note and record its position that: Woodstock Town Council is concerned by the failure of Oxfordshire's Liberal-led district councils to continue working on the Oxfordshire Plan 2050. Councils like Cherwell District Council (CDC) have to restart working on their Local Plans, opening them up to planning by appeal. This now heightens the prospect of the Blenheim application for major development on land south of Perdiswell Farm being passed on appeal 4 with loss of infrastructure funding on top of the £30 million of Government infrastructure funding already lost by OCC this year.*

Cllr Grant seconded the motion. However, the motion was rejected after a vote by a show of hands.

## **11/10/14. To note the meeting notes of the Environment Committee held on 29th June (previously circulated) and agree recommendations arising from the notes.**

The recommendations arising from the meeting for Town Council approval are:

- 1) Residents to be written to regarding the boundary of the Watermeadows on an annual basis.
- 2) To add additional work to the grass cutting contract to enable more regular work be carried out at the Water meadows.
- 3) To consider the quotation for the handrail at the cemetery if there is any additional cost further to the quotation previously approved by Town Council.
- 4) To receive a report regarding the site visit in respect of the bridge at the Black Prince for Council to take into consideration when commenting on the proposal.
- 5) To consider the proposal of appointing a specialist or company to oversee the implantation of the Management Plan at the Water Meadows.
- 6) To consider high risks and associated costs to minimise risks identified, arising from the ROSPA report for the Water Meadows – (*Documents previously circulated*)
- 7) To consider the high risks and associated costs arising from the annual play area inspection and request that the Town Council instruct Wicksteed to repair equipment considered to be Moderate Risk. The cost would be £1,595 for New Road, from a budget of £3,500 and £1,414.80 for Budd Close, from a budget of £300. The Environment Working Group will get quotes to make good other areas deemed to be Moderate Risk.
- 8) Burials Officer clarification
- 9) Cemetery fees – to consider any new charges presented.
- 10) Appointment of Mr Maurice Parkinson to the Environment Working Group.
- 11) To consider undertaking a new tree survey and any associated costs

Above items should not have been included and have previously been agreed upon

## **Exclusion of Press and Public**

**To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as contractual privilege.**

Cllr M Parkinson proposed the exclusion of the press and public. This was seconded by Cllr Grant.

**11/10/15.** To consider the quotations for decorating the exterior and interior of the town hall *(previously circulated)*

After considering the quotations presented by best value for money it was **resolved** to accept the quotation for the amount of £15,475.00 as presented by Breckon and Breckon, for the Exterior of the Town Hall and Interior Painting of the Administration Office and the hall and stairway .

Although not on the agenda but contained within a property report, Council **resolved** to accept option 1 for the service agreement of a fair proportion of the rising utility bills to be assessed and applied to each unit at the Community Centre.

**11/10/18.** Close the meeting

There being no further business the meeting closed at 8.16pm



# Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday November 8<sup>th</sup> 2022

## Cost of Living worries.

WODC Cllrs had a briefing after the full Council meeting on October 19<sup>th</sup> about issues arising from the increasing cost of living. There is considerable active concern about residents who may be in difficulties now or shortly due to the rise in the overall costs and in the cost of fuel in particular. Some of the Council's highlights for support are:

**Website:** [www.westoxon.gov.uk/costoflivingsupport](http://www.westoxon.gov.uk/costoflivingsupport) has been set up and currently provides information about financial support from councils and government; advice on managing energy bills; and how resident can help one another. The intention is that the website will continue to be developed adding information on local support and advice as things develop or change.

**Cost of living campaign:** A campaign focusing on financial support and energy reduction is being run across all Council's media channels: social; newsletter; broadcast media etc.. There is an accompanying leaflet

**Other support.** If there are residents who need additional general support it is suggested they contact the WODC Resident Support Worker on 01993 861 077 or [community.support@westoxon.gov.uk](mailto:community.support@westoxon.gov.uk)

### **Other possible support agencies:**

*Debt advice: Citizens Advice West Oxfordshire: 0808 278 7908;*  
[info@citizensadvicewestoxon.org.uk](mailto:info@citizensadvicewestoxon.org.uk)

*Community food support* [www.foodmap.goodfoodoxford.org/](http://www.foodmap.goodfoodoxford.org/)

*Energy efficiency advice and financial support: Better Housing Better Health: 0800 107 0044*  
or <https://www.bhbh.org.uk/make-a-referral/>

*WODC Community Activity Grant:* for community groups, deadline November 9<sup>th</sup>. This is small funding to help already active groups cope with increased need/demand due to the cost of living/energy crisis. Or it will provide funding to help groups starting up to deal with these problems

Contact: <https://www.westoxon.gov.uk/communities-and-leisure/community-grants-and-funding/>

If there are those who might benefit from any of these enterprises, please give them the contact details

## Developments at Hill Rise and Banbury Road.

There is some movement on these applications for development in that site visits for WODC Cllrs on Uplands Planning sub-committee have been arranged. These visits are for Cllrs to see the sites and form their own opinions in relation to the sites and what is presented to

them when the applications come to committee. Although it is possible that the applications will be on the agenda for November (by the time you read this that may have been clarified) this seems unlikely as the main officer involved with the applications has had an operation and is off work for six weeks. December or January meetings seem more likely dates but we shall keep you informed.

**WODC Cllrs Julian Cooper & Elizabeth Poskitt**

**Bank Reconciliation Statement as at 31/10/2022  
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	28/10/2022	1	192,339.55
			<u>192,339.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			192,339.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			192,339.55
		<b>Balance per Cash Book is :-</b>	<b>192,339.55</b>
		<b>Difference is :-</b>	<b>0.00</b>

31/10/2022

**Woodstock Town Council 2022/2**

11:48

**Cashbook transactions totalling £500.00 or more  
for the period 01/09/2022 to 30/09/2022****Payments**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
3	Unity Trust Bank	6	01/09/2022	001w	West Oxfordshire District Coun	776.81
3	Unity Trust Bank	6	05/09/2022	lgr001	LGRC Associates Ltd	571.79
3	Unity Trust Bank	6	08/09/2022	tt001	Triump Technologies	1,073.98
3	Unity Trust Bank	6	08/09/2022	th001	N R Prickett	666.60
3	Unity Trust Bank	6	20/09/2022	BACS	OCC re Pension Contributions	548.38
3	Unity Trust Bank	6	20/09/2022	BACS	HM Customs & Revenue	2,842.42
3	Unity Trust Bank	6	20/09/2022	BACS	Salaries Sept 2022 RP	583.26
3	Unity Trust Bank	6	20/09/2022	BACS	Salaries Sept 2022	1,028.43
3	Unity Trust Bank	6	20/09/2022	2003	LGRC Associates Ltd	5,945.02
3	Unity Trust Bank	6	23/09/2022	2302	Oxford Direct Services Ltd	544.03
3	Unity Trust Bank	6	23/09/2022	2305	Microshade Business Consultant	891.94
3	Unity Trust Bank	6	23/09/2022	2306	West Oxfordshire District Coun	854.41
3	Unity Trust Bank	6	07/09/2022	DD	WODC	863.00

**Receipts**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
3	Unity Trust Bank	6	07/09/2022	863.00
3	Unity Trust Bank	6	13/09/2022	6,100.51
3	Unity Trust Bank	6	22/09/2022	74,536.50
3	Unity Trust Bank	6	28/09/2022	575.00
3	Unity Trust Bank	6	14/09/2022	14,189.78

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2022

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>101 General &amp; Administration</u>						
1200 Interest Received	0	146	100	(46)		
1275 Precept Received	0	149,073	149,073	0		
1503 Miscellaneous income	115	5,155	0	(5,155)		
<b>General &amp; Administration :- Income</b>	<b>115</b>	<b>154,373</b>	<b>149,173</b>	<b>(5,200)</b>		
4000 Staff Costs	(857)	17,566	46,000	28,434		28,434
4001 Pension Costs	502	846	9,982	9,136		9,136
4004 Locum Staff	0	27,668	0	(27,668)		(27,668)
4007 Travel (Clerk & Councillors)	0	0	100	100		100
4008 Training	0	876	1,800	924		924
4020 Telephone	693	2,218	1,600	(618)		(618)
4021 Postage	0	0	400	400		400
4022 Office equipment + Stationery	0	1,729	2,000	271		271
4025 Insurance	0	0	2,600	2,600		2,600
4026 Memberships / Subscriptions	0	831	1,200	369		369
4027 Misc Expenditure	61	452	0	(452)		(452)
4030 Staff recruitment	0	100	500	400		400
4031 Staff Advertising	0	0	500	500		500
4056 Legal Fees	0	30	4,000	3,970		3,970
4057 Audit	0	(499)	1,200	1,699		1,699
4059 Bank Charges	0	129	150	21		21
4060 Civic	0	97	1,000	903		903
4061 Elections	0	0	500	500		500
4062 PWLB Loan Interest	0	407	875	468		468
4063 Public Works Loan Repayt	2,492	4,578	4,110	(468)		(468)
4065 Licence for Marriage	0	0	750	750		750
4070 Computer System/IT Support	267	5,291	8,000	2,709		2,709
4077 HR Consultants	129	926	3,000	2,074		2,074
4079 Neighbourhood Planning	1,300	1,300	0	(1,300)		(1,300)
4203 Alarm (Fire,Security BT)	0	287	0	(287)		(287)
4210 Operating Costs	89	453	0	(453)		(453)
4211 Insurance and Rates	0	6,988	0	(6,988)		(6,988)
4496 Communications	0	732	1,000	268		268
<b>General &amp; Administration :- Indirect Expenditure</b>	<b>4,676</b>	<b>73,003</b>	<b>91,267</b>	<b>18,264</b>	<b>0</b>	<b>18,264</b>
<b>Net Income over Expenditure</b>	<b>(4,561)</b>	<b>81,370</b>	<b>57,906</b>	<b>(23,464)</b>		
<u>120 Donations and Grants</u>						
4500 Grant-Sustainable Woodstock	0	300	0	(300)		(300)
4501 Grant-Old Woodstock Mock Mayor	0	300	0	(300)		(300)

11:44

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2022

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4502 Grant-Ladies Circle	0	700	0	(700)		(700)
4503 Grant-Citizens Advice	0	200	0	(200)		(200)
4511 Grant-Scout/Guide Hut	0	500	0	(500)		(500)
4513 Grant-Memorial Garden	500	500	0	(500)		(500)
4526 Grant-Woodstock Town FC	0	300	0	(300)		(300)
4537 Volunteer Link-Up	0	200	0	(200)		(200)
4541 Grants/Donations	0	0	3,000	3,000		3,000
Donations and Grants :- Indirect Expenditure	<b>500</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(500)</b>	<b>(3,000)</b>	<b>(3,000)</b>	<b>0</b>		
<b>201 Environment</b>						
1151 Cemetery Income	1,780	6,220	6,000	(220)		
1160 WB & T Club Rent	0	0	1,900	1,900		
Environment :- Income	<b>1,780</b>	<b>6,220</b>	<b>7,900</b>	<b>1,680</b>		
4000 Staff Costs	0	1,033	3,000	1,967		1,967
4210 Operating Costs	0	57	0	(57)		(57)
4211 Insurance and Rates	227	227	0	(227)		(227)
4400 Hensington Rd Cemetery	0	1,104	3,000	1,896		1,896
4401 Lawn Cemetery	0	1,613	5,000	3,387		3,387
4402 Churchyard	0	2,302	1,200	(1,102)		(1,102)
4403 Lawn Cemetery - Extension	0	0	2,000	2,000		2,000
4409 Old Wdstk Twn FC Grass Cut	0	0	750	750		750
4410 Recreation Ground-New Road	0	470	3,500	3,030		3,030
4411 Recreation Ground-OW	0	470	2,500	2,030		2,030
4412 Recreation Ground-Budds Close	0	481	3,000	2,519		2,519
4415 Playground Inspections (WODC)	(115)	7,658	0	(7,658)		(7,658)
4420 Watermeadows Maintenance	0	2,657	15,500	12,843		12,843
4427 OWL Maintenance	0	70	1,000	930		930
4442 Bus Shelters	0	0	200	200		200
4445 War Memorial	0	0	1,000	1,000		1,000
4455 Allotments	0	(117)	0	117		117
4460 Waste collection	167	2,221	1,400	(821)		(821)
4470 ROSPA report	0	948	5,000	4,052		4,052
4471 Weed Clearance	0	421	1,275	854		854
4472 Winter Maintenance	0	0	200	200		200
4473 Green Spaces Grant Expenditure	0	0	2,645	2,645		2,645
4475 Tree Works	0	0	6,000	6,000		6,000
4480 Christmas Lights	3,750	7,500	10,300	2,800		2,800
4485 Town in Bloom	0	946	2,500	1,554		1,554

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2022

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4487 Church Clock	0	0	250	250		250
Environment :- Indirect Expenditure	<b>4,029</b>	<b>30,061</b>	<b>71,220</b>	<b>41,159</b>	<b>0</b>	<b>41,159</b>
<b>Net Income over Expenditure</b>	<b>(2,249)</b>	<b>(23,841)</b>	<b>(63,320)</b>	<b>(39,479)</b>		
<b>301 Town Hall</b>						
1005 Daily/Commercial Lettings	297	410	6,000	5,590		
1010 Rent 24 Market Place	0	27,867	10,846	(17,021)		
Town Hall :- Income	<b>297</b>	<b>28,277</b>	<b>16,846</b>	<b>(11,431)</b>		
4000 Staff Costs	200	1,269	11,000	9,731		9,731
4001 Pension Costs	0	0	2,100	2,100		2,100
4200 Routine Maintenance	0	1,013	4,000	2,987		2,987
4202 Gutter Maintenance	0	0	300	300		300
4203 Alarm (Fire,Security BT)	100	686	1,000	314		314
4210 Operating Costs	10	3,290	7,300	4,010		4,010
4211 Insurance and Rates	863	5,176	13,200	8,024		8,024
4220 Caretakers' Telephone	0	0	75	75		75
4275 Wedding Costs	0	100	0	(100)		(100)
Town Hall :- Indirect Expenditure	<b>1,173</b>	<b>11,534</b>	<b>38,975</b>	<b>27,441</b>	<b>0</b>	<b>27,441</b>
<b>Net Income over Expenditure</b>	<b>(876)</b>	<b>16,742</b>	<b>(22,129)</b>	<b>(38,871)</b>		
<b>305 Community Centre</b>						
1005 Daily/Commercial Lettings	301	8,350	7,000	(1,350)		
1050 Commercial Office Rents	2,673	3,709	21,130	17,421		
1051 CC Service Charges	0	0	1,900	1,900		
1052 CC Office Insurance	0	0	226	226		
Community Centre :- Income	<b>2,974</b>	<b>12,058</b>	<b>30,256</b>	<b>18,198</b>		
4000 Staff Costs	231	1,462	12,000	10,538		10,538
4001 Pension Costs	0	0	2,200	2,200		2,200
4200 Routine Maintenance	0	18	5,000	4,982		4,982
4203 Alarm (Fire,Security BT)	0	928	1,000	72		72
4210 Operating Costs	217	3,910	4,000	90		90
4211 Insurance and Rates	0	612	4,000	3,388		3,388
4220 Caretakers' Telephone	0	0	75	75		75
4256 Fees Commercial Lease	0	0	3,000	3,000		3,000
Community Centre :- Indirect Expenditure	<b>448</b>	<b>6,930</b>	<b>31,275</b>	<b>24,345</b>	<b>0</b>	<b>24,345</b>
<b>Net Income over Expenditure</b>	<b>2,525</b>	<b>5,128</b>	<b>(1,019)</b>	<b>(6,147)</b>		

## Detailed Income &amp; Expenditure by Budget Heading 01/11/2022

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>310 Corporate Property</b>						
1100 Rent 2 Market Street	0	12,008	24,752	12,744		
1105 Rent 4 Market Street	840	1,762	17,328	15,566		
1110 Rent 2 Park Street	4,931	(661)	21,574	22,235		
1115 Rent 4 Park Street	1,119	5,010	15,000	9,990		
1120 Rent 6 Park Street	2,412	2,057	14,136	12,079		
1125 Rent 8 Park Street	824	2,274	12,000	9,726		
1135 La Galleria: Cobbles	0	0	750	750		
Corporate Property :- Income	<b>10,126</b>	<b>22,451</b>	<b>105,540</b>	<b>83,089</b>		
4300 Insurance 2 Market Street	0	0	153	153		153
4301 Maintenance 2 Market Street	0	415	0	(415)		(415)
4305 Insurance 4 Market Street	0	0	153	153		153
4306 Maintenance 4 Market Street	0	649	0	(649)		(649)
4310 Insurance 2 Park Street	0	0	574	574		574
4312 Fees 2 Park Street	0	614	0	(614)		(614)
4315 Insurance 4 Park Street	0	0	225	225		225
4320 Insurance 6 Park Street	0	0	135	135		135
4325 Insurance 8 Park Street	0	0	192	192		192
4326 Maintenance 8 Park Street	0	361	0	(361)		(361)
4334 Provision for Zero Tenancy	0	0	1,300	1,300		1,300
4335 24 Market Place insurance	0	0	46	46		46
4342 Unspecified Property Repairs	0	0	4,000	4,000		4,000
4343 Unspecified Lease Fees	0	1,000	4,000	3,000		3,000
4344 Breckon & Breckon CP Mgt	0	1,507	17,000	15,493		15,493
4346 CP Fixed wiring checks	0	0	900	900		900
Corporate Property :- Indirect Expenditure	<b>0</b>	<b>4,546</b>	<b>28,678</b>	<b>24,132</b>	<b>0</b>	<b>24,132</b>
<b>Net Income over Expenditure</b>	<b>10,126</b>	<b>17,904</b>	<b>76,862</b>	<b>58,958</b>		
<b>401 Weddings</b>						
1000 Wedding Income	600	14,360	7,200	(7,160)		
Weddings :- Income	<b>600</b>	<b>14,360</b>	<b>7,200</b>	<b>(7,160)</b>		
4000 Staff Costs	0	300	1,000	700		700
Weddings :- Indirect Expenditure	<b>0</b>	<b>300</b>	<b>1,000</b>	<b>700</b>	<b>0</b>	<b>700</b>
<b>Net Income over Expenditure</b>	<b>600</b>	<b>14,060</b>	<b>6,200</b>	<b>(7,860)</b>		
<b>601 Capital Projects</b>						
4942 2 Park Street - Exterior paint	0	0	4,000	4,000		4,000
4950 Community Centre Refurbishment	0	993	0	(993)		(993)



## Detailed Income &amp; Expenditure by Budget Heading 01/11/2022

Month No: 7

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4973 Town Hall - External Decoratio	0	0	9,000	9,000		9,000
4974 Town Hall - Internal Decoratio	0	0	22,000	22,000		22,000
4978 20 mph Scheme	0	0	10,000	10,000		10,000
4990 Queens Jubilee	0	2,736	6,500	3,764		3,764
Capital Projects :- Indirect Expenditure	<u>0</u>	<u>3,730</u>	<u>51,500</u>	<u>47,770</u>	<u>0</u>	<u>47,770</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(3,730)</u>	<u>(51,500)</u>	<u>(47,770)</u>		
Grand Totals:- Income	<b>15,892</b>	<b>237,738</b>	<b>316,915</b>	<b>79,177</b>		
Expenditure	<b>10,827</b>	<b>133,104</b>	<b>316,915</b>	<b>183,811</b>	<b>0</b>	<b>183,811</b>
<b>Net Income over Expenditure</b>	<u><b>5,065</b></u>	<u><b>104,634</b></u>	<u><b>0</b></u>	<u><b>(104,634)</b></u>		
<b>Movement to/(from) Gen Reserve</b>	<u><b>5,065</b></u>	<u><b>104,634</b></u>				

## Receipts for Month 7

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>180,569.63</b>					<b>180,569.63</b>	
	<b>Banked: 01/10/2022</b>	<b>192.00</b>						
	Woodstock Bookshop	192.00			1005	301	192.00	TH Hire Inv 3670
	<b>Banked: 04/10/2022</b>	<b>115.00</b>						
	Public Sector Deposit Fund	115.00			1503	101	115.00	Public Sector Deposit Fund
	<b>Banked: 04/10/2022</b>	<b>115.00</b>						
	Public Sector Deposit Fund	115.00			1503	101	115.00	Public Sector Deposit Fund
	<b>Banked: 04/10/2022</b>	<b>-115.00</b>						
	Public Sector Deposit Fund	-115.00			1503	101	-115.00	Duplicated Payment
	<b>Banked: 07/10/2022</b>	<b>12,798.80</b>						
	Breckon & Breckon	12,798.80			1115	310	1,119.46	Sept Rent & Fees
					1125	310	824.46	Sept Rent & Fees
					1120	310	2,412.06	Sept Rent & Fees
					1110	310	4,930.52	Sept Rent & Fees
					1105	310	839.78	Sept Rent & Fees
					1050	305	2,672.52	Sept Rent & Fees
	<b>Banked: 10/10/2022</b>	<b>300.00</b>						
	T & L Bennett	300.00			1000	401	300.00	Wedding Inv 6236
	<b>Banked: 10/10/2022</b>	<b>150.00</b>						
	K Sentance Community !st	150.00			503		150.00	CC Booking Damage deposit
	<b>Banked: 11/10/2022</b>	<b>240.00</b>						
	Cheque from R Edwards	240.00			4210	301	240.00	Payment in error
	<b>Banked: 17/10/2022</b>	<b>2,650.60</b>						
	HMRC	2,650.60			4000	101	2,650.60	Refund of payment in error
	<b>Banked: 17/10/2022</b>	<b>28.00</b>						
	WUFA CIO	28.00			1005	305	28.00	Inv 4295
	<b>Banked: 18/10/2022</b>	<b>1,780.00</b>						
	Jerrams Ltd	1,780.00			1151	201	1,780.00	Inv 1646
	<b>Banked: 18/10/2022</b>	<b>733.06</b>						
	WODC	733.06			4415	201	733.06	Refund payment in error
	<b>Banked: 21/10/2022</b>	<b>300.00</b>						
	C Siah & K Marshall	300.00			1000	401	300.00	Wedding Inv 6237
	<b>Banked: 24/10/2022</b>	<b>21.00</b>						
	K Sentence	21.00			1005	305	21.00	Community 1st CC Hire
	<b>Banked: 25/10/2022</b>	<b>105.00</b>						
	Physio for Women	105.00			1005	301	105.00	TH Bookinf Inv 3669
	<b>Banked: 26/10/2022</b>	<b>6,274.03</b>						
	HMRC	6,274.03			105		6,274.03	VAT Qtr 2

Cashbook 3

Unity Trust Bank

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<b>Total Receipts for Month</b>	25,687.49	0.00	0.00	25,687.49
<b>Cashbook Totals</b>	<u>206,257.12</u>	<u>0.00</u>	<u>0.00</u>	<u>206,257.12</u>

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/10/2022	WODC	DD	22.00			4211	201	22.00	Rates Lawn Cemetary
03/10/2022	WODC	DD	58.00			4211	201	58.00	Rates Hensington Road Cem
03/10/2022	WODC	DD	147.00			4211	305	147.00	Rates CC
03/10/2022	WODC	DD	22.00			4211	201	22.00	Lawn Cemetery Rates
03/10/2022	WODC	DD	58.00			4211	201	58.00	Hesington Road Cemetery Rates
03/10/2022	WODC	DD	147.00			4211	201	147.00	Community Centre Rates
03/10/2022	WODC	DD	-22.00			4211	201	-22.00	Duplicated Payment
03/10/2022	WODC	DD	-58.00			4211	201	-58.00	Duplicated Payment
03/10/2022	WODC	DD	-147.00			4211	305	-147.00	Payment Duplication
04/10/2022	Rob Edwards	BACS	240.00			4210	301	120.00	Window Cleaning TH & CC
						4210	305	120.00	Window Cleaning TH & CC
07/10/2022	WODC	DD	863.00			4211	301	863.00	Town Hall Rates
14/10/2022	Peninsula Business Serv	PEN001	154.28	154.28		500			HR Support Oct 2022
14/10/2022	ICO	BACS	35.00			4210	101	35.00	Yearly payment
17/10/2022	Public Works Loan Board	BACS	2,492.43			4063	101	2,492.43	Public Works Loan Board
18/10/2022	HM Customs & Revenue	BACS	186.56			4000	101	186.56	Oct 22 Pay
18/10/2022	OCC Pensions Fund	BACS	501.58			4001	101	501.58	OCC Pensions Oct 22
18/10/2022	Oct Salary	BACS	431.21			4000	301	200.00	Oct Salary IW
						4000	305	231.21	Oct Salary IW
18/10/2022	October Salary	BACS	578.70			4000	101	578.70	Oct Salary
18/10/2022	Oct 22 Salary	BACS	1,028.63			4000	101	1,028.63	Oct 22 Salary
26/10/2022	Woodstock Chapel Trust	BACS	500.00			4513	120	500.00	Grant
27/10/2022	Kent County Council	2701	136.91	136.91		500			Gas TH Sept 22
27/10/2022	Kent County Council	2702	86.05	86.05		500			Gas CC Sept 22
27/10/2022	Suckx Ltd	2703	4,500.00	4,500.00		500			Xmas Lights 50%of Contract
28/10/2022	Ian Watkins	2801	12.99	12.99		500			Paint for CC Light Bulbs
28/10/2022	West Oxfordshire District Coun	2802	200.30	200.30		500			Bin Emptying Blackberry Way
28/10/2022	West Oxfordshire District Coun	2803	742.10	742.10		500			Playground Inspections Sept 22
28/10/2022	Troy Hayes Planning Ltd	2804	660.00	660.00		500			Examiner's Fact Check
28/10/2022	Ian Watkins	2801	12.99	12.99		500			Paint for CC Light Bulbs
28/10/2022	West Oxfordshire District Coun	2805	320.83	320.83		500			software & email hosting Oct22
28/10/2022	Ian Watkins	2806	20.00	20.00		500			Paint for CC Light Bulbs
28/10/2022	Ian Watkins	BACS	-12.99			4210	305	-12.99	Duplicated payment
<b>Total Payments for Month</b>			13,917.57	6,846.45	0.00			7,071.12	
<b>Balance Carried Fwd</b>			192,339.55						
<b>Cashbook Totals</b>			206,257.12	6,846.45	0.00			199,410.67	

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	<b>Balance Brought Fwd :</b>	<b>105,518.62</b>					<b>105,518.62</b>	
	Banked: <b>02/09/2022</b>	<b>109.78</b>						
	Public Sector Deposit Fund	109.78			1503	101	109.78	Public Sector Deposit Fund
	Banked: <b>05/09/2022</b>	<b>300.00</b>						
	G Bradley & S Wroblewska	300.00			1000	401	300.00	Wedding Inv 6232
	Banked: <b>07/09/2022</b>	<b>863.00</b>						
	WODC	863.00			4211	301	863.00	Rates TH
	Banked: <b>07/09/2022</b>	<b>300.00</b>						
	N & M Briggs	300.00			1000	401	300.00	Wedding
	Banked: <b>07/09/2022</b>	<b>-863.00</b>						
	WODC	-863.00			4211	301	-863.00	Rates TH
	Banked: <b>13/09/2022</b>	<b>67.00</b>						
	Sales Recpts Page 8	67.00	67.00		101			Sales Recpts Page 8
	Banked: <b>13/09/2022</b>	<b>6,100.51</b>						
	HMRC VAT	6,100.51			105		6,100.51	Vat Qrt 1
	Banked: <b>13/09/2022</b>	<b>30.00</b>						
	Woodstock Stroke Club	30.00			1005	305	30.00	Daily Lettings
	Banked: <b>14/09/2022</b>	<b>14,189.78</b>						
	Breckon & Breckon	14,189.78			1010	301	10,022.40	Rental
					1115	310	1,190.94	Rental
					1125	310	349.34	Rental
					1120	310	1,044.94	Rental
					1100	310	1,000.00	Rental
					1105	310	582.16	Rental
	Banked: <b>16/09/2022</b>	<b>300.00</b>						
	C Gould	300.00			1000	401	300.00	Wedding Inv 6235
	Banked: <b>22/09/2022</b>	<b>74,536.50</b>						
	WODC	74,536.50			1275	101	74,536.50	Precept
	Banked: <b>22/09/2022</b>	<b>280.00</b>						
	Banbury Memorials	280.00			1151	201	280.00	Cemetary inv
	Banked: <b>27/09/2022</b>	<b>112.00</b>						
	Woodstock Law	112.00			1005	305	112.00	Aug 22 Hall Charges
	Banked: <b>28/09/2022</b>	<b>140.00</b>						
	Reeves Memorial	140.00			1151	201	140.00	Inv 1645
	Banked: <b>28/09/2022</b>	<b>575.00</b>						
	Carl Boswell Ltd	575.00			1151	201	575.00	Inv 1644

Cashbook 3

Unity Trust Bank

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<b>Total Receipts for Month</b>	97,040.57	67.00	0.00	96,973.57
<b>Cashbook Totals</b>	<u>202,559.19</u>	<u>67.00</u>	<u>0.00</u>	<u>202,492.19</u>

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/09/2022	West Oxfordshire District Coun	001w	776.81	776.81		500			Playground Inspections July
01/09/2022	West Oxfordshire District Coun	002w	227.00	227.00		500			Rates CC
01/09/2022	Viking Direct	001V	261.14	261.14		500			Stationery & Cleaning
01/09/2022	Rialtas Business Solutions Ltd	002	480.00	480.00		500			Omega Training
01/09/2022	Kent County Council	003	99.05	99.05		500			Gas CC July 22
01/09/2022	Kent County Council	004	355.40	355.40		500			TH Electricity May to July
01/09/2022	Ewelu Perpetua	005	100.00	100.00		500			Damage Deposit Refund
01/09/2022	Thames Valley Copiers	006	48.72	48.72		500			A4 Paper
01/09/2022	Rob Edwards Window Cleaning Se	007	240.00	240.00		500			Window Cleaning
01/09/2022	Kent County Council	008	87.85	87.85		500			Gas TH July 22
01/09/2022	Kent County Council	009	314.78	314.78		500			Electricity CC May to July
01/09/2022	Kent County Council	010	32.12	32.12		500			Electricity CC May to July 22
01/09/2022	Anna Thompson Rowlands	011	100.00	100.00		500			Damage Deposit Refund
01/09/2022	Witney Town Band	001	30.00	30.00		500			Mayors Carols Band deposit
05/09/2022	LGRC Associates Ltd	lgr001	571.79	571.79		500			Conduct Training
05/09/2022	Seldram Supplies	sel001	18.56	18.56		500			First Aid Kit
07/09/2022	WODC	DD	863.00			4211	301	863.00	WODC
08/09/2022	Triump Technologies	tt001	1,073.98	1,073.98		500			STAT001/outstanding invoices
08/09/2022	N R Prickett	th001	666.60	666.60		500			Grass Cutting Aug 2022
08/09/2022	Triump Technologies	th002	62.27	62.27		500			Broadband & WebsiteHosting Sep
08/09/2022	Complete Weed Contol	th003	216.00	216.00		500			Weed Control Playareas Cems
20/09/2022	OCC re Pension Contributions	BACS	548.38			4000	101	548.38	September Pay
20/09/2022	HM Customs & Revenue	BACS	2,842.42			4000	101	2,842.42	September Pay
20/09/2022	Salaries Sept 2022 RP	BACS	583.26			4000	101	583.26	Sept Salaries
20/09/2022	Salaries Sept 2022	BACS	494.39			4000	201	247.20	Sept Pay
						4000	301	123.50	Sept Pay
						4000	305	123.69	Sept Pay
20/09/2022	Salaries Sept 2022	BACS	1,028.43			4000	101	1,028.43	Salaries Sept 2022
20/09/2022	F Sutherland	BACS	100.00			1000	401	100.00	Wedding Overpayment
20/09/2022	E Poskitt	BACS	80.00		13.33	4060	101	66.67	Flowers
20/09/2022	Thames Valley Copiers	2001	25.33	25.33		500			Photocopier Usage Aug 22
20/09/2022	Thames Valley Copiers	2002	29.10	29.10		500			Photocopier usage July22
20/09/2022	LGRC Associates Ltd	2003	5,945.02	5,945.02		500			Locum Clerk Aug 22
23/09/2022	Kent County Council	2301	72.66	72.66		500			Gas CC 31July to 31Aug22
23/09/2022	Oxford Direct Services Ltd	2302	544.03	544.03		500			Watermeadows culvert cleaning
23/09/2022	Kent County Council	2303	74.05	74.05		500			Gas TH 31July to 31Aug22
23/09/2022	Kent County Council	2304	162.60	162.60		500			Electricity CC 01Julto31Aug22
23/09/2022	Microshade Business Consultant	2305	891.94	891.94		500			Hosting Rialtas & Email July22
23/09/2022	West Oxfordshire District Coun	2305	155.22	155.22		500			TH Refus Collect Oct to Mar23
23/09/2022	West Oxfordshire District Coun	2306	854.41	854.41		500			Playground Inspection Aug 22
23/09/2022	West Oxfordshire District Coun	2307	88.08	88.08		500			Recycl Coll CC Oct to Mar23

**Payments for Month 6****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/09/2022	West Oxfordshire District Coun	2308	86.40	86.40		500			CC HH Waste Oct to Mar23
23/09/2022	Ian Watkins	IA01	17.00	17.00		500			Leather Gloves Reimbursement
23/09/2022	Ian Watkins	IA02	5.50	5.50		500			P/Ledger Electronic Payment
23/09/2022	T Palmer	BACS	300.00			1000	401	300.00	Cancelled Wedding
30/09/2022	Seldram Supplies	sel01	45.38	45.38		500			Cleaning Supplies
30/09/2022	Chubb Fire & Security Ltd	chu01	344.24	344.24		500			Alarm Engineer Visit
30/09/2022	Manual Credit	DD	1.80			4059	101	1.80	Bank Charge
30/09/2022	Service Charge	DD	44.85			4059	101	44.85	Bank Charges
<b>Total Payments for Month</b>			21,989.56	15,103.03	13.33			6,873.20	
<b>Balance Carried Fwd</b>			180,569.63						
<b>Cashbook Totals</b>			<u>202,559.19</u>	<u>15,103.03</u>	<u>13.33</u>			<u>187,442.83</u>	



Town Clerk  
Town Hall  
Woodstock  
OX20 1SL

Date: 26th October 2022  
Our Ref: 22/01768/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: 9th November 2022.**

REFERENCE NO: 22/01768/FUL

PROPOSAL: 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.

Town and Country Planning Act

LOCATION: 1 Rye Grass Woodstock Oxfordshire

APPLICANT: Cottsway Housing Association

REGISTERED: 7th July 2022

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](mailto: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](http://www.westoxon.gov.uk/planning).

Yours faithfully

*Joan Desmond*

Principal Planner