



Woodstock Town Council

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Interim Town Clerk: Karen Howe

Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 4th April 2023 at 7pm

Cllrs. present: Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Nick Manby-Brown, Mathew Parkinson, Ulli Parkinson, Sharone Parnes and James Spencer-Churchill

Chair for the Meeting: Cllr Poskitt

In Attendance: Karen Howe – Clerk

Members of the public attended: 5

ETC 01/04/23	<p>1 - Apologies for Absence Apologies were received from Cllrs K Bailey and M Manson</p>
ETC 02/04/23	<p>2 - Declarations of Interests Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda item 4 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee.</p>
ETC 03/04/23	<p>3 - Public Speaking and Question Time A member of the public requested to speak on the Botley West Solar Farm. They commented on the council position on the solar farm and that the Stop Botley West posters and signage around the area is good. They also mention that the council were in talks about solar on the Community Centre building and asked what has happened. The council advised the they will still be looking in to solar on the building but due to various reasons had not be able to work on progressing it.</p>
ETC 04/04/23	<p>4 - Planning Applications To consider responses to the following application: -</p> <ul style="list-style-type: none"> a.) 23/00587/HHD Little Barn 7 Farm End - Single storey rear extension The councillors had no comments to make b.) 23/00724/HHD 10 Marlborough Crescent - Garage Conversion including changing roof from flat to pitched The councillors had no comments to make
ETC 05/04/23	<p>5 - Botley West Solar Farm To note an update from Cllr Parnes. Cllr Parnes read from his update report which was provided prior to the meeting. Cllr Poskitt explained that the item will likely go to a meeting of WODC full council rather than to a WODC Development Control Meeting. Cllr Spencer-Churchill commented that the Stop Botley West leaflets did not seem to have been circulated as other parishes.</p>

	<p>Cllr Bleakley wanted to confirm that WTC have agreed in the past to support both Bladon's response and also to support WODC in their work.</p>
<p>ETC 06/04/23</p>	<p>6 - Finance</p> <p>a.) To review and approve the Asset Register (copy circulated) Cllr Manby-Brown proposed to add the items listed and to round the figures to remove the pennies and also to work on the register in detail as soon as possible. Cllr Parnes asked where the insurance values were as these which added in the past. Cllr M Parkinson asked when the deadline was and suggested that the council brings in an external company to re-value the items. Cllr Grant raised the valuation carried out in 2017 by JS Fine Arts Auctioneers and Valuers, Banbury which has different values compared to the schedule. Approval of the Asset Register was put to a vote. For 9 Against 0 Abstaining 1</p> <p>Decision</p> <p>It was therefore resolved to Approve the Asset Register</p> <p>b.) To review and approve the Risk Register (copy circulated) Cllr Manby-Brown explained that this is the formal register and is in addition to the individual risk assessments that the council has. Cllr Grant requested several amendments which were agree</p> <ul style="list-style-type: none"> • Grants received - then stated grants awarded • Statutory Documents - Cllr Grant reminded the Council that had not adopted the latest Code of Conduct produced by WODC though WTC was not obliged to adopt this version • Data Protection Officer now employed by WTC from Satswana • Assets statement is incorrect the Property is contracted out to a Professional Property Agent • Trees - WTC Employs a professional company to carry out a Tree Survey annually <p>It was suggested and agreed that the Clerk request a quote from Peninsular for the carrying out of a full risk assessment. Cllr Parnes asked who carried out the assessment and was not sure if it was adequate. The Clerk confirmed that they (the Clerk) had reviewed the assessment. A few minor changes and edits were proposed and agreed on. Approval of the Asset Register was then put to a vote. For 6 Against 2 Inc Cllr Parnes Abstaining 2</p> <p>Decision</p> <p>It was therefore resolved to Approve the Risk Register.</p> <p>c.) Motion – Change financial software from Rialtas to Scribe (paper provided) Proposed by Cllr Manby-Brown Seconded by Cllr Bleakley Motion to be consider: - That the Council approves changing the accountancy software from Rialtas to Scribe from the beginning of April 2023 A paper was previous circulated which include costing of £1,487 for the first year including setup fees. The clerk also explained the benefits of Scribe. Approval to change accounting software to Scribe was put to the vote. For 9 Against 0 Abstaining 1</p> <p>Decision</p>

	<p>It was therefore resolved to Approve to the change in accounting software to Scribe at an initial cost of £1,487 for the first year.</p> <p>d.) Motion – Renegotiating the Phone and Broadband Contracts (paper provided)</p> <p>Proposed by Cllr Manby-Brown Seconded by Cllr Bleakley</p> <p>Motion to be consider: -</p> <p>That the Council approves the renegotiating of the BT contract, and orders a new Broadband router. Once this is installed and thoroughly tested, that the Council approves the removal of the broadband line and the cancellation of the current internet service provider</p> <p>Cllr Manby-Brown explained the different phone lines that the council has and that these initial changes will save £400 per year if the council agrees to switch to BT.</p> <p>Cllr Poskitt asked if this would leave one line into the hall. It was confirmed that it would.</p> <p>Cllr Parnes asked if there would be Wi-Fi extension in the rooms. It was confirmed that there would.</p> <p>Cllr M Parkinson asked how long the contract is for and if the council would then be stuck with all the lines and questioned if the council needs all the lines.</p> <p>Cllr Manby-Brown explained that the initial lines to be re-contracted would be the Town Hall line and 2 Alarms. The Water meadow line can be removed at some point in the future by resolution of the Council.</p> <p>Cllr Grant asked for further clarification. The clarification was that Cllr Manby-Brown would be authorised to re-negotiate the contract for 2 Alarm lines and the Town Hall line any remaining lines will be brought back to the council for review in the future.</p> <p>The motion was put to the vote.</p> <p>For 6 Against 0 Abstaining 4</p> <p>Decision</p> <p>It was therefore resolved to Approve that the Council's renegotiating of the BT contract, and ordering of a new Broadband router. Once this is installed and thoroughly tested, the Council approves the removal of the broadband line and the cancellation of the current internet service provider. The process is to start with the 2 Alarm lines and the Town Hall line with the other lines be brought to the council for review at a future date.</p>
<p>ETC 07/04//23</p>	<p>7 - Bus Shelters</p> <p>To consider a report and recommendation from Cllr S Parnes</p> <p>Cllr Parnes read from his report which was circulated prior to the meeting. Cllr Parnes then put forward the motion that was in the report and this was seconded by Cllr Grant.</p> <p>Cllr M Parkinson supported checking the options available.</p> <p>At 8.02 Cllr Spencer-Churchill left the room.</p> <p>Cllr Manby-Brown explained that he had been working on the issue for over a year and had found Prime Site Media for the shelter and ongoing maintenance, then the issue of S106 was raised and has delayed the issue.</p> <p>Discussion regarding the wording of the motion took place and proposed to alter the motion so that it reads as follows: -</p> <p style="padding-left: 40px;">That the Town Council RESOLVES to prioritise the clarification of availability of S106 funding for the installation and maintenance of new and existing bus shelters, to be updated if possible at the next May meeting for further consideration.</p> <p>The revised wording was accepted by Cllrs Parnes and Grant.</p> <p>The revised motion was then put to a vote. Cllr Spencer-Churchill was not in the room when voting took place.</p> <p>For 9 Against 0 Abstaining 0</p>

	<p>Decision</p> <p>The revised motion was Approved and it was therefore resolved that the Town Council is to prioritise the clarification of availability of S106 funding for the installation and maintenance of new and existing bus shelters, to be updated if possible at the next May meeting for further consideration.</p>
<p>ETC 08/04/23</p>	<p>8 – Update on Motion</p> <p>To receive an update on the following motion regarding issues connected to Shipton Road which was resolved on the 14th February (minute no. WTC 14/02/23). And to consider any actions required.</p> <p>The clerk confirmed that the motion as been put to OCC for consideration. It was commented that it was timely considering the state of the road at the moment and that the previous work had started to fail.</p>
<p>ETC 09/04/23</p>	<p>9- Motions</p> <p>To consider motions raised by council members.</p> <p>To Display Minutes on Town Council Noticeboards Proposed by Cllr Parnes</p> <p>Motion to be consider: -</p> <p>The Council RESOLVES that: Approved Minutes should remain on display at Town Council noticeboards until superseded by subsequent Minutes, unless temporarily removed for lack of space due to time-sensitive other notices and then replaced.</p> <p>Cllr Grant seconded the motion and a discussion then took place.</p> <p>During the discussion it was mentioned that the notice boards are either blank/empty or the Town Council side is taken over with other posters etc. It was suggested that minutes be left on the notice board until next minutes are available. The length of the minutes were commented on as this can run into several pages.</p> <p>At 8.16 Cllr Spencer-Churchill return to the room.</p> <p>Cllr Grant proposed that only the 1st page of the minutes are displayed and that they contain directions on how to access the full minutes.</p> <p>The addition wording of “The 1st page of the“ to be added to the beginning of the motion was accepted by Cllr Parnes and Cllr Grant</p> <p>The revised motion was then put to a vote.</p> <p>For 10 Against 0 Abstaining 0</p> <p>Decision</p> <p>The revised motion was Approved and it was therefore resolved that the 1st page of the Approved Minutes should remain on display at Town Council noticeboards until superseded by subsequent Minutes, unless temporarily removed for lack of space due to time-sensitive other notices and then replaced.</p>
<p>ETC 10/04/23</p>	<p>10 - King’s Coronation</p> <p>To discuss possible gifts for primary school children</p> <p>At 8.19 Cllr Manby-Brown left the room.</p> <p>A discussion about the types of gifts available to celebrate the coronation took place and Cllr Spencer-Churchill offered to help and it was suggested that Blenheim Palace may be able to help with supplying gifts at wholesale prices via their suppliers. It was decided that Cllr Grant and Cllr Spencer-Churchill would review what was available and email the Councillors with details of what was available.</p> <p>At 8.23 Cllr Manby-Brown returned to the room</p>
<p>ETC 11/04/23</p>	<p>11 - Update on Possible Memorial for Nigel Clifford</p> <p>Mayor to provide update.</p>

	<p>Cllr Poskitt provided an update and circulated a photo.</p> <p>The only question raised was how big the memorial would be and it was suggested it need to be big enough to read the wording.</p> <p>It was agreed that Cllr Poskitt would continue working on arranging the memorial</p>
<p>ETC 12/04/23</p>	<p>12 - Doctors Surgery</p> <p>To note a report providing the current situation about the proposed new surgery Cllr Poskitt spoke to her report.</p> <p>Several points about the replacement surgery were raised and these included: -</p> <ul style="list-style-type: none"> • Questioned that the numbers may be incorrect • Could the fire station could be moved. • If not in the centre of Town then it should be near a bus stop • 60 car parking spaces seems excessive • Maybe approach the doctors to ask how patients are currently traveling to the surgery • It should be in the centre of town • Move the Fire Station to Banbury Road site <p>It was proposed that the Council writes to WODC, OCC and other parties to express WTC concerns on the proposed new doctors surgery. Cllr Poskitt offered to write the letter on behalf of the Town Council.</p> <p>This suggested and the offer of Cllr Poskitt to write the letter was Proposed by Cllr M Parkinson and Seconded by Cllr L Addis</p> <p>The suggestion was put to a vote For 10 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was therefore Agreed that Cllr Poskitt would compile a letter on behalf of the council to be sent to WODC, OCC and other interested parties to express the Town Council concerns on the proposed new surgery.</p> <p>Cllr Parnes left the meeting</p>
<p>ETC 13/04/23</p>	<p>13 - Exclusion of Press and Public</p> <p>Council to decide if any items need to be in a confidential session by a vote</p> <p>To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential.</p> <p>Proposed by Cllr M Parkinson Seconded by Cllr Addis</p> <p>The exclusion was put to a vote For 9 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was therefore Agreed to exclude press and public from the remained of the meeting</p>
<p>ETC 14/04/23</p>	<p>14 - Staffing</p> <p>a.) To approve the extension of the interim clerks contract for another 3 months</p> <p>This was put to the vote For 9 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was therefore Approved to extend the interim clerks contract for another 3 months to 30th June 2023</p> <p>b.) To approve the increase in hours for RFO and Deputy Caretaker (report to follow)</p> <p>The clerk circulated a report to show the cost of the additional hours. After a brief discussion the following increases in hours were proposed and put to the vote: -</p>

MINUTES OF THE MEETING HELD ON 4th APRIL 2023

	<p>1.) RFO hours to become 25hrs a week split 12 hours RFO and 12 admin support temporary for 3 months to 30th June 2023</p> <p>2.) Deputy caretaker hours to become 10 fixed hours p/w and 4 floating hours p/w temporary for 3 months to 30th June 2023</p> <p>For 9 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was therefore Agreed to temporarily increase the RFO hours to 25 hours per week for 3 months until 30th June and to temporarily increase the Deputy Caretakers hours to 10 fixed with 4 floating hours per week for 3 months until 30th June.</p>
<p>ETC 15/04/23</p>	<p>15 - Update on Encroachment Issue</p> <p>To receive an oral update.</p> <p>The clerk provided an update and advised that we have received additional correspondence from the other parties solicitors and we are awaiting further advice from our solicitors which is due week commencing 3rd April.</p>
<p>ETC 16/04/23</p>	<p>16 - Civil Claim</p> <p>To receive an update and consider and approve any actions required. Report to be provided at the meeting</p> <p>The clerk advised the meeting that they have been asked to sign an amended statement declaration prepared by the Council solicitors regarding the information provided. The clerk confirmed that she was happy to sign the document on behalf of the Council and include a disclaimer that she was not employed by the Council at the time of the claim referred to.</p>
<p>ETC 17/04/23</p>	<p>16 - Close Meeting</p> <p>Meeting closed at 9.13pm</p>