



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

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Interim Town Clerk: Karen Howe

Minutes of the Annual meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 9th May 2023 at 7pm

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

In Attendance: Karen Howe – Clerk

Chairs for the Meeting: Cllr Poskitt & Cllr Manby-Brown

Members of the public attended: 4

23/05/01 WTC	<p>1 - Election of Town Mayor and the Signing of Declaration of Acceptance of Office</p> <p>The meeting started with the retiring Mayor (Cllr Poskitt) thanking everyone for the past year. Cllr Poskitt then called for nominations for Mayor.</p> <p>The nomination received were: -</p> <table border="0"><tr><td>Cllr M Parkinson - Proposed by Cllr Grant</td><td>Seconded by Cllr Spencer-Churchill</td></tr><tr><td>Cllr Manby-Brown - Proposed Cllr Bleakley</td><td>Seconded by Cllr Lamb</td></tr></table> <p>Cllr Grant requested a named vote and the nominations were put to the vote</p> <p>Cllr M Parkinson received 6 votes – Cllrs Addis, Grant, M Parkinson, U Parkinson, Parnes, Spencer-Churchill</p> <p>Cllr N Manby-Brown received 6 votes – Cllrs Bailey, Bleakley, Lamb, Manby-Brown, Manson, Poskitt</p> <p>Due to the vote being tied at 6-6 the retiring Mayor (Cllr Poskitt) used her casting vote to vote in favour of Cllr Manby-Brown</p> <p>The retiring Mayor congratulated Cllr Manby-Brown and Cllr Manby-Brown thanked Cllr Poskitt for all of the work that she has done.</p> <p>Decision</p> <p>Therefore, Cllr Nick Manby-Brown was voted in as Mayor and he duly signed the declaration of acceptance of office and took the Chair.</p>	Cllr M Parkinson - Proposed by Cllr Grant	Seconded by Cllr Spencer-Churchill	Cllr Manby-Brown - Proposed Cllr Bleakley	Seconded by Cllr Lamb
Cllr M Parkinson - Proposed by Cllr Grant	Seconded by Cllr Spencer-Churchill				
Cllr Manby-Brown - Proposed Cllr Bleakley	Seconded by Cllr Lamb				
23/05/02 WTC	<p>2 - Election of Deputy and the Signing of Declaration of Acceptance of Office</p> <p>The Mayor (Cllr Manby-Brown) called for nominations for Deputy Mayor.</p> <p>The nominations received were: -</p> <table border="0"><tr><td>Cllr Lamb - Proposed by Cllr Manby-Brown</td><td>Seconded by Cllr Poskitt</td></tr><tr><td>Cllr M Parkinson – Proposed Cllr Grant</td><td>Seconded by Cllr Spencer-Churchill</td></tr></table> <p>Cllr Grant requested a named vote and the nominations were put to the vote.</p> <p>Cllr Lamb received 6 votes – Cllrs Bailey, Bleakley, Lamb, Manby-Brown, Manson, Poskitt</p> <p>Cllr M Parkinson received 6 votes – Cllrs Addis, Grant, M Parkinson, U Parkinson, Parnes, Spencer-Churchill</p> <p>Due to the vote being tied at 6-6 the new Mayor (Cllr Manby-Brown) had the casting vote. Prior to deciding the Mayor asked for the views/opinions of the other Councillors.</p> <p>Councillors raised several points for and against each nomination including: -</p> <ul style="list-style-type: none">• Grateful for Cllr Lamb's work but she has held the position for the past 2 year and it might be time for a change• Due to Cllr Parkinson losing the first vote on a clearly equal divide that he should be given the position of Deputy Mayor <p>Cllr's Lamb and Parkinson were then given the opportunity to speak.</p> <p>Cllr Lamb said that she was happy to be or not to be Deputy Mayor but was concerned that Cllr M Parkinson would not have the time to commit to the position.</p>	Cllr Lamb - Proposed by Cllr Manby-Brown	Seconded by Cllr Poskitt	Cllr M Parkinson – Proposed Cllr Grant	Seconded by Cllr Spencer-Churchill
Cllr Lamb - Proposed by Cllr Manby-Brown	Seconded by Cllr Poskitt				
Cllr M Parkinson – Proposed Cllr Grant	Seconded by Cllr Spencer-Churchill				

	<p>Cllr M Parkinson said he thought it odd that others were making assumptions about his availability and that he would not have put himself forward if he did not have the time. He also said that he has much to bring to the Council and feels that he has a lot of experience.</p> <p>Cllr Manby-Brown then made his casting vote in favour of Cllr M Parkinson as Deputy Mayor and said that he thought this choice would be a good start for the Council.</p> <p>Decision</p> <p>Therefore, Cllr M Parkinson was voted in as Deputy Mayor and he duly signed the declaration of acceptance of office.</p>
23/05/03 WTC	<p>3 - Apologies for Absence</p> <p>Apologies were received from WODC Cllr Cooper and OCC Cllr Graham</p>
23/05/04 WTC	<p>4 - Declarations of Interests</p> <p>To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct</p> <p>No declarations were received</p>
23/05/05 WTC	<p>5 - Appointment of Members to Committees, Working Groups and other WTC Roles</p> <p>The recommended number of members for each committee, group etc is in brackets.</p> <p>a.) To approve that the Finance and Asset Committee is disbanded and becomes a working group</p> <p>The Mayor explained why it is proposed to disband the committee.</p> <p>Cllr Parnes raised concerns about the right of access to the Working Group as some members may be excluded from the group.</p> <p>The proposal was split into 2 parts 1.) Disband the Finance and Asset Committee and 2.) Create a Finance and Asset Working Group</p> <p>Proposed Cllr Manby-Brown Seconded Cllr M Parkinson</p> <p>Each part was put to a vote</p> <p>1.) Disband the Finance and Asset Committee</p> <p>For 12 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was Agreed to disband the Finance and Asset Committee</p> <p>2.) Create a Finance and Asset Working Group</p> <p>For 8 Against 1 Abstaining 3</p> <p>Decision</p> <p>It was Agreed to create a Finance and Assets Working Group</p> <p>b.) If it is not approved to disband the Finance and Asset Committee then to appoint members to the Finance and Asset committee (5)</p> <p>Item not Required</p> <p>c.) To approve that the Staffing Committee is disbanded and becomes working group.</p> <p>The Mayor explained why it is proposed to disband the committee.</p> <p>Concerns about the right of access to Working Groups was raised again.</p> <p>The proposal was split into 2 parts 1.) Disband the Staffing Committee and 2.) Create a Staffing Working Group</p> <p>Proposed Cllr Manby-Brown Seconded Cllr Addis</p> <p>Each part was put to a vote</p> <p>1.) Disband the Staffing Committee</p> <p>For 11 Against 0 Abstaining 1</p> <p>Decision</p> <p>It was Agreed to disband the Staffing Committee</p> <p>2.) Create a Staffing Working Group</p> <p>For 11 Against 1 Abstaining 0</p> <p>Decision</p> <p>It was Agreed to create a Staffing Working Group</p> <p>d.) If it is not approved to disband the Staffing Committee then to appoint members to the Staffing Committee (5)</p>

Item not Required

e.) To Appointment Members to the following: -

- 1.) Finance and Assets Working Group (6)
It was **Agreed** to appoint Cllrs Bleakley, Grant, Lamb, Manby-Brown, Parnes and Poskitt
- 2.) S106 Working Group (3-4)
It was **Agreed** to appoint Cllrs Manson, Parnes and Poskitt
- 3.) Grants Working Group (3-4)
It was **Agreed** to appoint Cllrs Bailey, Lamb, Manson, M Parkinson and U Parkinson
- 4.) Staffing Working Group (5)
It was **Agreed** to appoint Cllrs Bailey, Lamb, Parnes, U Parkinson and Poskitt with Cllrs Grant and Manby-Brown as pre-approved substitutions.
- 5.) Environmental Working Group (5)
It was **Agreed** to appoint Cllrs Grant, Manby-Brown, Mason, M Parkinson, Spencer-Churchill with the addition of Mr M Parkinson the Watermeadows Volunteer Warden.
- 6.) Website, Social Media and Newsletters Working Group (2-5) (note this was previously known under roles as the News Editors)
It was **Agreed** to appoint Cllrs Bailey, Manson, Manby-Brown and Poskitt
- 7.) Christmas Lights Working Group (2-3)
It was **Agreed** to appoint Cllrs Lamb, Spencer-Churchill and Manby-Brown
- 8.) Events Working Group (2-5)
It was **Agreed** to appoint Cllrs Addis, Bailey, Manson, Manby-Brown and Poskitt
- 9.) Emergency Planning & Counter Terrorism (2)
It was decided to change the name of the group to Emergency Action Group and to include winter weather under the responsibilities.
It was **Agreed** to appoint Cllrs Bailey, Bleakley, Manby-Brown, M Parkinson and Spencer-Churchill
- 10.) OALC (1)
It was **Agreed** to appoint the Mayor (Cllr Manby-Brown)
- 11.) International Connections (2)
It was **Agreed** to appoint the Mayor (Cllr Manby-Brown) and Cllr Poskitt

The terms of references for the above groups will be presented as soon as possible for approval at a future meeting of the full council.

23/05/06
WTC

6 - Appointment of Members to Serve on Joint Ventures and Outside Bodies

The recommended number of members are in brackets

Joint Ventures: -

- 1.) Traffic Advisory Working Group (3)
It was **Agreed** to appoint Cllrs Bleakley, Parnes and Spencer-Churchill with Cllr M Parkinson a pre-approved substitution.
- 2.) Community Development Group (3)
It was **Agreed** to appoint Cllrs Grant, Parnes, Poskitt and Spencer-Churchill
- 3.) WODC Parish/Town Liaison (1 + Town Clerk)
It was **Agreed** to appoint the Mayor (Cllr Manby-Brown) and the Clerk
- 4.) Stop Botley West Group (3)
It was **Agreed** to appoint Cllrs Bleakley, Manby-Brown, Parnes and Spencer-Churchill

Outside Bodies

- 5.) Public Transport (2)
No longer required
- 6.) Bloom (1)
It was **Agreed** to appoint Cllrs U Parkinson and Poskitt
- 7.) A44 Group (2)
It was **Agreed** to appoint Cllrs Poskitt and Spencer-Churchill
- 8.) Relief in Need (1)
It was **Agreed** to appoint Cllr Poskitt
- 9.) Exhibition Fund (1)
It was **Agreed** to appoint Cllrs U Parkinson and Poskitt
- 10.) Oxford Airport Consultant Committee (1 + authorised stand in)

	<p>It was Agreed to appoint Cllr Spencer-Churchill with Cllr Manby-Brown as a pre-approved substitution</p> <p>11.) Village Travel Network (1)</p> <p>It was Agreed to appoint Cllrs Bleakley and Spencer-Churchill</p> <p>The Mayor suggested that the groups bring a report to the Council at the end of the year.</p>
23/05/07 WTC	<p>7 - Review of Professional Bodies Used by Woodstock Town Council</p> <p>Cllr Manby-Brown read through the list and the following comments were received.</p> <p>To note that the professional bodies currently used by WTC are: -</p> <ol style="list-style-type: none"> 1.) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth) 2.) Property Agent – Breckon & Breckon (contract expires 23/24) 3.) Bank – Unity Trust Bank 4.) Investments – The Public Sector Deposit Fund managed by CCLA 5.) Internal Audit – Mulberry and Co 6.) Payroll Services - KBDR 7.) Insurance – Zurich (contract until 31st May 2024) 8.) Employment & HR Advisors – Peninsula Ltd 9.) Fire Safety Equipment – Chubb Fire (rolling contract) <p>It was suggested that the contract was reviewed</p> <ol style="list-style-type: none"> 10.) Data Protection Officer Service - Satswana Limited (annual contract renewal June 23) 11.) IT Support/Provision – Microshade (Citrix/Emails), Netwise (Website), BT (Broadband & Phones), Martin Edwards (Local/Onsite IT Support) <p>The Clerk confirmed that the Council no longer has a contract with Oxford Digital as they have stepped away.</p> <ol style="list-style-type: none"> 12.) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25) 13.) Tree Management – Boward Trees Ltd <p>Dowdeswell Forestry Services and Colin Briggs should also be included under Tree Management</p> <ol style="list-style-type: none"> 14.) Weed Control (Not Streets) – Complete Weed Control (contract for 3 years expires Feb 25) 15.) Grass Cutting – N Prickett (contract for 1 year expires Feb 24) 16.) Water Meadow Management Plan – BBOWT (5 year plan expires Sept 27)
23/05/08 WTC	<p>8 - To Note the Schedule of Meetings of the Town Council for 2023-2024</p> <p>To note the schedule of meetings for 2023-24 which was approved at the meeting of the Town Council on 25th April 2023. (Copy Circulated)</p> <p>The meeting schedule was noted</p>
23/05/09 WTC	<p>9 - To confirm the next meeting of Woodstock Town Council</p> <p>Date and time of next meeting was confirmed as 7pm on Tuesday 23rd May 2023 at Woodstock Town Hall</p>
23/05/10 WTC	<p>10 - Close Meeting</p> <p>Meeting closed at 7.56pm</p>