



## Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

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Interim Town Clerk: Karen Howe

### Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 13<sup>th</sup> June 2023 at 7pm

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

**In Attendance:** Karen Howe – Clerk, Cllr A Graham Oxfordshire County Council (OCC)  
Councillor Cllr J Cooper West Oxfordshire District (WODC)

**Chair for the Meeting:** Cllr Manby

**Members of the public attended:** 10

23/06/01 WTC	<b>1 - Apologies for Absence</b> Apologies were received from Cllrs Bailey, M Parkinson and Spencer-Churchill 19.04 Cllr Parnes arrived at the meeting
23/06/02 WTC	<b>2 - Declarations of Interests</b> Cllr Poskitt declared an interest in Item 5 Planning due to being a WODC Councillor. Cllr Manson declared an interest in Item 5 Planning due to being an applicant. Cllrs Grant, Poskitt, Parnes and Addis declared an interest in Item 9 Grants as they have connections to one or more of the groups requesting funding.
23/06/03 WTC	<b>3 - Public Speaking and Question Time</b> 3 members of the public spoke during this item The first member of the public addressed the Council regarding Green Week and also about the proposed Botley West Solar Farm and asked the Council to take time and to put politics to one side and ensure that they check the facts about solar from legitimate sources. The second speaker addressed the Council regarding the new Parking Scheme and raised concerns about the scheme being brought in without proper representation from the Town Council and also requested that some Councillors should resign over the issue. The final speaker also addressed the Council regarding the new Parking Scheme and raised that it was causing great concern to the retail businesses in the Town and having a negative effect on them. They also commented that a survey, consultation and Town Poll showed the scheme was not wanted but the Town Council only acknowledged the Poll and did not endorse it. They also raised concerns with the process taken when the Council voted on the item in November 2021.
23/06/04 WTC	<b>4 - Minutes of Previous Meetings</b> To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 4th April 2023 <b>Decision</b> It was resolved that the minutes of the Council meeting held on Tuesday 4 <sup>th</sup> April 2023 be <b>Approved</b> as a true and correct record of the meeting and was signed by the Mayor. b) Minutes of the Town Council Meeting held on 25th April 2023 c) Minutes of the Annual Town Council Meeting held on 9th May 2023 A request was made to defer the approval of the minutes for the 25 <sup>th</sup> April and 9 <sup>th</sup> May to future meeting. <b>Item Deferred</b>
23/06/05 WTC	<b>5 - County and District Councillor's Report</b> To receive the monthly reports from OCC and WODC Councillors OCC Cllr Graham addressed the Council. Cllr provided an update to the S7 bus turning issue. He informed that Council that OCC had carried out the safety audit of busses turning around the Town Square and although he had only just received the report he noted that there were 10 recommendations listed including

	<p>that the buses should return to the using bus turning area that is located the other side of Old Woodstock. He said this could mean the cutting of services but hoped it would be possible to achieve the return of services to Old Woodstock.</p> <p>The report also it included that the practice of bus turning around the Town Square was not safe. He said OCC would be informing the bus company of its findings.</p> <p>He also reported that the Coach drop off point outside the Bear was also not safe and other recommendations included the cutting of vegetation.</p> <p>A report will now be presented to the Cabinet Member for Highways for approval.</p> <p>Cllr Graham also said that the Marlborough School planning application for another classroom also included a new coach drop off point so that the coaches do not have to park on the road.</p> <p>He also confirmed that the free 1 hour parking will be changed to so that the time is reset at midnight so that the parking is available daily and not restricted by the 24hr no return policy.</p> <p>Cllr Graham asked for any questions.</p> <p>Cllr Poskitt raised concerns about double decker buses going through Princes Ride and Cllr Grahams advised Cllr Poskitt to send him an email about the issue.</p> <p>Cllr Parnes raised several questions including: -</p> <ol style="list-style-type: none"> <li>1) At the last TAC meeting a map of installation of parking meters was present and you said that it would be sent to the Clerk to be circulated. Did you send it? Cllr Graham said he could not recall but thought he would have and the Clerk confirmed she had received it and apologised for not circulating it.</li> <li>2) A small rumble strip has been added to the Park View/Shipton Road junction and although a little bit better it does not appear to be adequate and when buses are using the road it is still quite dangerous for cyclists. Cllr Graham asked that Cllr Parnes send him an email with the details.</li> <li>3) The new double yellow lines in front of the Newsagents/Co-op is having a detrimental effect on the business and is there any scope for reviewing them.</li> </ol> <p>Cllr Lamb then asked if the County decides to issue a TRO can it be challenged by the bus company. Cllr Graham said it is possible but unlikely.</p> <p>Cllr Manby-Brown reminded Cllr Graham about the bus shelters and asked if he could help</p> <p>Cllr Parnes raised concerns that the Council had not be made aware of any correspondence with Cllr Graham regarding the bus shelters.</p> <p>Cllr Grant asked, if due to the beautiful weather, if there was any possibility of finding funding to open Woodstock Swimming Pool so that the children could enjoy themselves.</p> <p>Cllr Graham said that he was representing OCC at this meeting so the question was passed to Cllr Copper to answer during his speaking time.</p> <p>7.30pm Cllr Bleakley left the meeting</p> <p>WODC Cllr Cooper addressed the Council</p> <p>Cllr Cooper started by answering the question about opening the swimming pool and said unfortunately not this year but he would be putting a recommendation to WODC to change the budget to allow the swimming pool to be open for longer next year.</p>
23/06/06 WTC	<p><b>6 - Community First – Woodstock Community Development Project</b></p> <p>To receive a report from Kay Sentance Community Coordinator at Community First Oxfordshire on the Woodstock Community Development Project (Briefing Report to be Circulated)</p> <p>Kay Sentance explained why the project was created and that she has been employed over a 3 year period to aid bringing together the residents of Woodstock due to the building of new homes. Kay also informed the council that her job was now winding down as the community seemed to be integrating. The Council was supplied with a briefing of the work carried out.</p> <p>Cllr U Parkinson asked about access to the notice board at Park View. Kay Sentance replied that she was aware of the issue but the notice board was now being left unlocked, although it may still be stiff to open due to warping in the present weather. The staff in the sales office are willing to help.</p> <p>Cllr's Poskitt and Manby-Brown thanked Kay for her work.</p>

23/06/07 WTC	<p><b>7 - Mayor's &amp; Clerks Reports</b></p> <p>To receive an oral report from the Mayor and a report from Clerk. (Copy to be provided)</p> <p>The Clerk presented her report first and covered the following points: -</p> <ol style="list-style-type: none"> <li>1) Cleaning of the Bus Shelters has been arranged and the Deputy Caretaker has removed vegetation and swept out shelters</li> <li>2) A window cleaner has been agreed to clean the screens of the bus shelters at a cost of £180</li> <li>3) For Insurance purposes we need to get the Town Hall Valued, this cannot be delayed so a valuation has been arranged at £800+VAT</li> <li>4) Health and safety Assessments are to be carried out using Peninsula. The cost for using Peninsula is £144+VAT per month/£1731.96 + VAT per annum. Now that the contract with Peninsula is complete the Clerk will be arranging for one of their representatives to visit to review all H&amp;S documents.</li> <li>5) The Town Hall steps in Market Street have been severely damaged by a passing vehicle. As the Town Hall is a listed building the Clerk would contact the council Property Agent regarding repair</li> <li>6) The Clerk will be requesting confirmation of liability insurance from existing and new contractors.</li> <li>7) The RFO will be sending out a copy of the cemetery rules to the funeral directors for them to pass on to the families of new burials.</li> <li>8) The LNR registration of the Water Meadows as a Nature Reserve is ongoing.</li> <li>9) Water meadows: The BSG have been made aware of the Council's agreement for them carrying out Field Training on the Water Meadow and we are just waiting for confirmation of dates.</li> <li>10) Community Centre: Electric work has now been completed and the cooker has been installed. Also, the gifted Defib has been installed</li> <li>11) A proposed monthly Newsletter to update Councillors and subscribers to the website is expected to be tested in a few days' time.</li> </ol> <p>Cllr Parnes asked for clarification as to the ownership of the bus shelters and if they are covered by the Council's insurance.</p> <p><b>Action</b> The clerk to confirm the ownership of the shelters</p> <p>The Mayor gave the following updates: -</p> <ol style="list-style-type: none"> <li>1) There has been anti-social behaviour at the New Road Playground</li> <li>2) The police have advised that there is a spate of thefts happen in the area.</li> <li>3) The PA system at the Community Centre had a bad crackling sound which has now been dealt with.</li> <li>4) The step outside the Town Hall have been damaged by a vehicle. The repair of them is being looked into.</li> <li>5) The Mock Mayor have lost their storage at the Black Prince and their equipment is being temporarily stored in the Town Hall cellar.</li> <li>6) Due to the new parking restrictions in New Road the Community Centre bookings have dropped which means a loss of revenue for the Council.</li> <li>7) There will be an ETC called for Tuesday 27<sup>th</sup> June 2023 to deal with planning applications, tree issues and the repair of the OWL steps</li> </ol>
23/06/08 WTC	Please note that number 8 was missing from the Agenda, for the sake of accuracy the council agreed the numbers should remain as they appeared on the Agenda
23/06/09 WTC	Please note that number 9 was missing from the Agenda, for the sake of accuracy the council agreed the numbers should remain as they appeared on the Agenda
23/06/10 WTC	<p><b>10 - Finance</b></p> <ol style="list-style-type: none"> <li>a) To note the Payments and Receipts reports for April 2023 (Copy to be provided) Payments of £24,597.95 inc. VAT of £2,583.38 and Receipts of £95,942.82 inc. VAT of £7,775.43 for April 23 were <b>noted</b>.</li> <li>b) To note the Payments and Receipts reports for May 2023 (Copy to be provided) Payments of £16,135.28 inc. VAT of £1,474.60 and Receipts of £4,299.79 inc. VAT of £0.00 for May 2023 were <b>noted</b>.</li> </ol>

	<p>c) To note the Summary of Receipts and Payments for period ending 31st May 2023. This report shows actuals compared to budget. (Copy to be provided) The report was <b>noted</b>.</p> <p>d) To approve and sign the Bank Reconciliation for the period ending 31st May 2023. Cllr Poskitt asked that the 2 months of April and May be clearly defined. <b>Decision</b> It was resolved to <b>Approve</b> the Bank Reconciliation showing a balance of £314,038.75 for the period ending 31<sup>st</sup> May 2023 and for the Mayor to sign the reconciliation</p> <p>e) To note the Internal Audit Report included within the AGAR. (Copy of AGAR to be provided) Cllr Parnes requested that that this and the following items be deferred due to several issues that he had. The Mayor advised that there was no time to defer these reports. The Internal Audit Report was <b>noted</b>.</p> <p>f) To consider, approve and sign the Annual Governance Statement for 2022/2023. This is Section 1 of the AGAR. (Copy of AGAR to be provided) The Mayor informed the council that he was obliged to read out the 9 items on page 4 for agreement of the Council. Cllr Parnes said that he had concerns with Items 2 &amp; 3 of the statement and asked that it be noted that he could not support a yes response to these. Statement items 1-4 were marked Yes. The Mayor informed the Council that item 5 will be marked No as the risk assessment should have been agreed by 31<sup>st</sup> March 2023 but was not agreed until the 4<sup>th</sup> April 2023. Statement items 6-8 were marked Yes. It was <b>agreed</b> to record Yes against items 1-4 and 6-8 and to record No against item 5</p> <p>g) To consider, approve and sign the Annual Accounting Statement for 2022/2023. This is Section 2 of the AGAR. (Copy of AGAR to be provided) The Council were informed that the figures in the Statement are from the Auditor and cannot be changed. It was <b>agreed</b> that the Mayor would sign the Statement and that the minute reference would be added once the minutes are available.</p> <p>h) To note the period of Electors' right to inspect the accounts. Dates to be confirmed at meeting. The RFO left the room to check the dates in the documents in the office and confirmed that the dates of inspection are 5<sup>th</sup> June until 14<sup>th</sup> July 2023 with the notice issued on the 4<sup>th</sup> July 2023. The dates for the period of Electors' right to inspect the accounts were <b>noted</b>. The Mayor expressed his thanks to the RFOI for the good work she had carried out and said the Auditor was very impressed with her work</p> <p>8pm Cllr Bleakley returned to the room</p>																				
23/06/11 WTC	<p><b>11 - Grants</b> To consider and approve, if appropriate, grant applications to the Town Council that received in 2022/23. (Document to be circulated) <b>Decision</b> It was resolved to <b>Approve</b> the following grant awards for 2022/23 totalling £3,000: -</p> <table><tr><td>WDSK Scout &amp; Guide Hut</td><td>£500</td><td>Volunteer Link Up</td><td>£200</td></tr><tr><td>WDSK Youth Club</td><td>£500</td><td>Citizen Advice West Oxon</td><td>£200</td></tr><tr><td>Sustainable Woodstock</td><td>£300</td><td>WDSK U16 Football Team</td><td>£300</td></tr><tr><td>Old Woodstock Mock Mayor</td><td>£300</td><td>WDSK Chapel Trust</td><td>£500</td></tr><tr><td>Woodstock Ladies Circle</td><td>£200</td><td></td><td></td></tr></table>	WDSK Scout & Guide Hut	£500	Volunteer Link Up	£200	WDSK Youth Club	£500	Citizen Advice West Oxon	£200	Sustainable Woodstock	£300	WDSK U16 Football Team	£300	Old Woodstock Mock Mayor	£300	WDSK Chapel Trust	£500	Woodstock Ladies Circle	£200		
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23/06/12 WTC	<p><b>12 - Cemetery Fees for the Lawn Cemetery and Hensington Road Cemetery</b> To approve the increases to the existing Cemetery Fees which were last published 1<sup>st</sup> September 2020. (Copy of fee document to be provided.) Due to 2 entries on the list not being clear it was suggested to defer the item to the ETC on Tuesday 27th June. <b>Item Deferred</b></p>																				

<p>23/06/13 WTC</p>	<p><b>13 - Planning</b></p> <p>a) To note the responses submitted since the last meeting (Report to be Circulated) The responses were <b>noted</b>.</p> <p>b) To consider responses to the following applications: -</p> <p>1) 23/01186/FUL – 31 Oxford Road Erection of various single and two storey extensions along with construction of a detached garage  The application was discussed.  The councillors <b>agreed</b> to Object to the application and to submit similar wording to that that was used the last time when a similar planning application was submitted on this site.  <b>Action</b> Cllr Poskitt to liaise with the Clerk re-wording</p> <p>2) 23/00968/FUL – Parkwood Veterinary Group 62 Hensington Road Erection of single storey extensions to existing veterinary practice with associated works to external areas including the redesign of car parking.  The councillors had no comments and <b>agreed</b> to submit a No Objection response</p> <p>3) 23/00839/S73 – St Andrews 48 Manor Road Variation of Condition 2 of 19/01835/HHD to allow for a finished roof height higher than that previously approved.  The councillors had no comments and <b>agreed</b> to submit a No Objection response</p> <p>4) 23/01208/HHD – The Old Bank House 15 Market Street Replacement of existing pitched roof lights with new pitched roof lights</p> <p>8.15pm Cllr Manson left the meeting while the application was discussed. The councillors <b>agreed</b> that due to Cllr Manson being a fellow councillor that no comment would be made apart from declaring that the applicant is a fellow councillor.</p> <p>8.20pm Cllr Manson returned to the room.</p>
<p>23/06/14 WTC</p>	<p><b>14 - Staffing</b>      Proposed Cllr N Manby-Brown</p> <p>These items were seconded by Cllr Poskitt</p> <p>1) To approve a 3-month extension to the Interim Clerks contract until 31<sup>st</sup> September on the same terms as previously agreed. <b>Decision</b> It was unanimously <b>agreed</b> to extend the Interim Clerks existing contract until 31<sup>st</sup> September.</p> <p>2) To approve a 3-month extension to the previously approved (Minute Ref ETC 14/04/23) temporary increase hours of the RFO and Deputy Caretaker. <b>Decision</b> It was unanimously <b>agreed</b> to extend the temporary increase of hours for the RFO and Deputy Caretaker until 31<sup>st</sup> September.</p>
<p>23/06/15 WTC</p>	<p><b>15 - Cemetery Notice</b></p> <p>To approve the wording for a notice to be placed at the Cemetery to remind users of the cemetery rules specifically those regarding items adorning the grave areas. (Copy of wording to be provided.)</p> <p>Proposed Cllr M Manson      Seconded Cllr N Manby-Brown</p> <p>The council were asked to approve the word below for incorporation in to a sign for placement in the cemetery in the same location as the existing signage.</p> <p><b>Decision</b> It was unanimously <b>agreed</b> for the wording on the signage to be as follows: - <b>POLITE NOTICE</b></p>

	<p>Woodstock Town Council strives to ensure that the lawn cemetery is maintained with the respect that it deserves. Mowing and strimming the grass, however, is becoming increasingly problematic due to the number of plants, ornaments and flowers that adorn the grave areas.</p> <p>Whilst appreciating the desire to remember those who have been lost, could we please ask you to help us keep the cemetery neat and tidy by remembering the points as outlined in the Rules and Regulations above.</p> <p>In particular: Planting shrubs, trees, etc in the cemetery is not allowed, and flower holders should be incorporated within the memorial or positioned by the headstone or at the head of the grave if no stone is in place. They should not be positioned further down the length of the grave as this prevents the grass from being mowed.</p> <p>We very much appreciate your help, thank you.</p>
23/06/16 WTC	<p><b>16 - Working Groups Terms of References</b></p> <p>To approve the terms of reference for the following working groups: -</p> <ol style="list-style-type: none"> <li>1) Grants Process Working Group</li> <li>2) S106 Working Group</li> <li>3) Staffing Working Group</li> <li>4) Finance &amp; Assets Working Group</li> </ol> <p>It was pointed out that the word committee needs to be removed where it appears in any of the documents and also to remove Mayor from the membership.</p> <p><b>Decision</b></p> <p>It was unanimously <b>agreed</b> to <b>approve</b> the Terms of References for the Grants Process Working Group, the S106 Working Group, the Staffing Working Group and the Finance &amp; Assets Working Group</p> <p>Cllr Grant requested the Terms of reference for the Environment Group be considered</p> <p>The Council agreed that these should be presented to council at the ETC to be held on Tuesday 27th June 2023.</p>
23/06/17 WTC	<p><b>17 - Request to OCC for the Reinstatement of Parking Bays in Front Co-op &amp; Newsagents</b></p> <p>The motion by Cllr Parnes and Seconded by Cllr Grant was tabled.</p> <p>Cllr Parnes explained the issues behind the motion and after a brief discussion the motion was put to the vote. Cllr Parnes requested a named vote.</p> <p>For 5 - Cllr's Addis, Grant, Manson, Parnes and U Parkinson</p> <p>Against 4 – Cllr's Bleakley, Lamb, Manby-Brown and Poskitt</p> <p>Abstaining 0</p> <p><b>Decision</b></p> <p>It was <b>Agreed</b> that the Council would action the following motion: - To write to the Oxfordshire County Council chief executive, Leader, and Cabinet Member for Highways, notifying that the town council implores OCC to withdraw the new double yellow lines outside the Co-op convenience store and Mary &amp; Martin newsagents and to fully restore car parking bays there. The Town Council asks OCC to note that the new double yellow lines are likely to have a severe adverse impact upon the economic viability of both shops which play an important role in the town's recognised status as a rural service centre. Additionally, it was widely understood that under the new parking charges scheme implemented by OCC the bays at issue would be retained at least as ultra- short-stay parking for up to 30 minutes.</p>
23/06/18a WTC	<p><b>18a - Request to OCC for Regarding Parking Signage on Properties in the Centre of Woodstock</b></p> <p>To consider the following Motion by Cllr Parnes and Seconded by Cllr Grant.</p> <p><b><u>Motion</u></b></p> <p>Woodstock Town Council RESOLVES to</p> <ol style="list-style-type: none"> <li>(a) ask OCC for evidence of any previous WTC consent to mount parking notice signage on the external wall of the Town Council's market street property;</li> <li>(b) for WTC to notify OCC of immediate withdrawal of any such consent if previously given; and</li> <li>(c) for WTC to request OCC provide to WTC copies (redacted where appropriate) of any consent they hold for displaying OCC signage on exterior walls of non-OCC properties in the Town.</li> </ol>

	<p>Cllr Parnes explained the motion and during the discussion that followed there was a request to clarify section (b) and Cllr Grant offered the following amendment: -</p> <p>To add the words 'on WTC buildings' after the word consent.</p> <p>This was seconded by Cllr U Parkinson and accepted by Cllr Parnes.</p> <p>The amended motion was put to the vote. Cllr Parnes requested a named vote.</p> <p>For 4 - Cllr's Addis, Grant, Parnes and U Parkinson</p> <p>Against 4 – Cllr's Bleakley, Lamb, Manby-Brown and Poskitt</p> <p>Abstaining 1 – Cllr Manson</p> <p>The vote was a tied vote. The Mayor used his casting vote and voted against the motion.</p> <p><b>Motion Fell</b></p>
23/06/18b WTC	<p><b>18b - Request for an Apology from Leader of Oxfordshire County Council</b></p> <p>To consider the following Motion by Cllr Parnes</p> <p><b>Motion:</b> Woodstock Town Council RESOLVES to write to the Leader of Oxfordshire County Council to request a written apology for falsely stating on a recent BBC Politics South programme that the new OCC parking scheme for the Town was supported by Woodstock Town Council.</p> <p>The motion was seconded by Cllr Grant</p> <p>After a brief discussion the motion was put to the vote. Cllr Parnes requested a named vote.</p> <p>For 2 - Cllr's Grant and Parnes</p> <p>Against 6 – Cllr's Bleakley, Lamb, Manby-Brown, Manson, U Parkinson and Poskitt</p> <p>Abstaining 1 – Cllr Addis</p> <p><b>Motion Fell</b></p>
23/06/19 WTC	<p><b>19 - Purchasing of Audio Recording Equipment for Meetings</b></p> <p>To consider the following Motion from Cllr Manby-Brown. (Report to be circulated)</p> <p><b>Motion:</b> That the Council approves the purchase of the audio recording system that will be used for Council meetings, and if required at other events at a cost of £2,162.50.</p> <p>It was suggested to defer the item to allow for a trial of the equipment at the next meeting prior considering its purchase.</p> <p><b>Item Deferred</b></p>
23/06/20 WTC	<p><b>20 - To confirm the next meeting of Woodstock Town Council,</b></p> <p>Date and time of next meeting is 7pm on Tuesday 18<sup>th</sup> July 2023 at Woodstock Town Hall</p> <p>The date and time of next meeting was confirmed as 7pm on Tuesday 18<sup>th</sup> July 2023 at Woodstock Town Hall.</p>
23/06/21 WTC	<p><b>21 - Close Meeting</b></p> <p>The meeting closed at 9pm</p>