



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 18th July 2023 at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson 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-Brown

Members of the public attended: 6

23/07/06 WTC	1 - Apologies for Absence Apologies received from Cllrs Bailey and Spencer-Churchill Cllr Poskitt was absent at the start of the meeting
23/07/07 WTC	2 - Declarations of Interests Declarations of interest received from: - Cllr M Parkinson for Item 15 Property due to knowing the owner of the restaurant wishing to rent a WTC property Cllr Poskitt for Item 10 Planning as she is a member of WODC All councillors for Item 10b-1 due to the Community Centre being next to the application site
23/07/08 WTC	3 - Public Speaking and Question Time The first member of the public to speak spoke on behalf of a resident of Cockpit Close concerning the parking issues since the introduction of the new parking scheme. Cllr Lamb said that she had spoken to the resident and also to the OCC officer about the residents suggestions. Cllr Graham requested that the resident's email be sent him and he would see what he could do. A representative from Sustainable Woodstock addressed the Council regarding the Botley West Solar Farm. She explained how solar power is vital and the Council should push back and check the facts used by the Stop Botley West Group before objecting. She that the Sustainable Woodstock website as links to useful information. Another resident informed the Council of a fallen tree in the Water Meadows that was blocking a bridge. Cllr Manson assured the resident that it was being dealt with.
23/07/09 WTC	4 - Minutes of Previous Meetings To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 25 th April 2023 Two amendments were made to minute ref 42/04/23 – to change “Cllr Grant said that is” to “Cllr Grant said that it” and “should not have happened that” to “should not have happened this” Decision The amendments were accepted and it was therefore resolved that the minutes of the Council meeting held on Tuesday 25 th April 2023 be Approved as a true and correct record of the meeting and signed by the Mayor b) Minutes of the Annual Town Council Meeting held on 9 th May 2023 One amendment was made to minute ref 23/05/01 on the 10 th line should read Cllr Manby-Brown not Cllr M Parkinson Decision The amendment was accepted and it was therefore resolved that the minutes of the Council meeting held on Tuesday 9 th May 2023 be Approved as a true and correct record of the meeting and signed by the Mayor c) Minutes of the Town Council Meeting held on 23 rd May 2023 Decision It was therefore resolved that the minutes of the Council meeting held on Tuesday 23 rd May 2023 be Approved as a true and correct record of the meeting and signed by the Mayor

<p>23/07/10 WTC</p>	<p>5 - County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors OCC Cllr Graham offered to take questions on his report and also mentioned:-</p> <ul style="list-style-type: none"> • Hensington Road would be closed Wednesday to Friday for highway repairs which were long overdue. This means the Hensington Road Car Park will be inaccessible and may cause parking problems. • The £2 bus fare is continuing until October. • There is a meeting with OCC Chief Exec to move forward how the buses turning in the centre of Woodstock will be dealt with. Also, any TRO would also exclude all coaches. <p>Cllr M Parkinson explained a issue with buses not turning up and asked if OCC could rise the issue with the bus company.Cllr Graham ask Cllr M Parkinson to email him with the details. WODC Cllr Cooper offered to take questions on his report. No questions were asked Cllr Poskitt arrived during this item at 19:20</p>
<p>23/07/11 WTC</p>	<p>6 - Mayor's & Clerks Reports To receive an oral report from the Mayor and a report from Clerk. The Mayor informed the meeting of the following: -</p> <ul style="list-style-type: none"> • The new email format is working well and another email will be sent out in a couple of weeks • The Mock Mayor was held on the town Square and went well, former Cllr Rachel Faulkner is this years Mock Mayor. <p>The Clerk requested permission to employ a temporary member of Staff for 2 mornings a week. It was agreed that the Clerk would look into this and report back to the Council at a future meeting</p>
<p>23/07/12 WTC</p>	<p>7 - Finance</p> <p>a) To approve and sign the Bank Reconciliation for the period ending 30th June 2023 (Copy provided) Decision It was resolved to Approve the Bank Reconciliation showing a balance of £313,618.94 for the period ending 30th June 2023 and for the Mayor to sign the reconciliation</p> <p>b) To note the Payments and Receipts Reports for June 2023 (Copy provided) Cllr Grant raised the following points and questions: -</p> <ul style="list-style-type: none"> • Requested that all payments show the budget code they are allocated from • Commented that the payments to WODC for playground inspections were very high and that she thought the EWG had suggested the inspections be lessened but in keeping with requirements • Under the heading of ROSPA a payment to Wickstead had been logged. <p>It was explained that Wickstead are to do the annual Playground inspection and ROSPA would be carrying out a survey on all other areas such as the Water Meadow, OWL etc</p> <ul style="list-style-type: none"> • Asked what the £49.50 payment to Peninsula was for. <p>It was explained that this was for the new Health and Safety contract. Payments of £33,337.49 inc. VAT of £4,297.47 and Receipts of £11,893.44 for June 23 were noted</p> <p>c) To note the Summary Cost Centre Report as at 30th June 2023. This report shows actuals compared to budget. (Copy provided) Cllr Grant said that the £3,887 surplus under code 4990 Coronation needs to be reallocated and that the Councils needs to carry out a budget review. The Cost Report was noted</p> <p>d) To note the transfer £150,000 from the Unity Trust Current Account to the higher interest rate Unity Trust Instant Access Account Cllr Grant raised the following points: -</p> <ul style="list-style-type: none"> • £150,000 was too larger a sum to be deposited as only £85,000 was a guaranteed payment should the bank fold. • Also, that any financial investment movement should be agreed by full council <p>The transfer was noted</p> <p>e) To approve the list of signatories for Unity Trust Bank Accounts Item Deferred</p> <p>f) To note the estimated loss of revenue from the Community Centre of £2,660 for 2023/24. This is due to the cancellation of several long-term bookings who have cancelled due to the new parking controls.</p>

	<p>The item was noted</p> <p>g) To note that Dowdeswell were chosen as the contractor to carry out the urgent Tree Works as identified in the recent Tree Survey report.</p> <p>Cllr Grant asked for what was the amount of the quote agreed.</p> <p>It was confirmed that it was £10,035 which was £35 over the approved delegated spend limit.</p>
23/07/13 WTC	<p>8 - Renewal of Internal Audit Contract</p> <p>To consider and approve the renewal of the Internal Audit Contract</p> <p>Item Deferred</p>
23/07/14 WTC	<p>9 - Insurance</p> <p>a) To receive oral update on the Council Insurance Policy The Clerk provided an update on the reasons why the premiums have increased and also that the Water Meadows are covered by the policy.</p> <p>b) Due to the increase in insurance premiums to approve a movement of £10,000 from General Reserves to the Council Insurance budgets for 2023/24. The actual allocation to specific insurance budgets will be based on the breakdown to be supplied by the insurance company once received.</p> <p>Decision</p> <p>It was unanimously agreed to Approve the movement of £10,000 from the General Reserves to the Councils Insurance budgets for 2023/24 with the allocation to be based on the information provided by insurance company.</p>
23/07/15 WTC	<p>10 - Planning</p> <p>a) To note outcome of the following Planning Appeals: -</p> <ol style="list-style-type: none"> 1) 22/03522/HHD – 15 Oxford Road – Appeal Dismissed 2) 22/02568/HHD – 31 Oxford Road – Appeal Dismissed <p>The outcomes were noted</p> <p>b) To consider responses to the following planning applications: -</p> <ol style="list-style-type: none"> 1) 23/01669/HHD – 30 New Road Single storey rear extension to replace existing conservatory and external WC. Alterations to porch roof and forming of new pedestrian access in front boundary wall. It was acknowledged that the Council is a neighbour to the application site. The councillors had no comments and agreed to submit a No Objection response 2) 23/01603/LBC – 2 Market Place Internal alterations to reopen an existing doorway between both properties (2 Market Street and 1 High Street) to enlarge the existing restaurant space. The councillors had no comments and agreed to submit a No Objection response <p>c) To consider a response to the following licensing application: -</p> <ol style="list-style-type: none"> 1) Street Trading Consent - Alex Crepes for a 2 day event (26th & 27th August 2023) trading between 13:00 and 22:30 in the Market Square Please note that this is not a planning application any comments can only relate to Public Safety, Public Order and/or Preventing nuisance or annoyance The councillors had no comments and agreed to submit a No Objection response <p>d) To consider the following motion regarding the Hill Rise Planning Appeal - Proposed by Cllr Poskitt and seconded by Cllr Lamb</p> <p><u>Background</u></p> <p>Listening to the presentation of C-POW members at the Appeal and knowing the efforts they put into preparing a video about the site and its problems and the considerable amount of time some of them spent in the Appeal sessions, WTC - which has always strongly opposed the development - should express its thanks for the massive effort the group has put into fighting the Appeal.</p> <p><u>Motion</u></p> <p><i>Woodstock Town Council resolves to write to C-POW thanking them for all the time C-POW members have spent in researching, putting together their presentations, taking part in discussions at the Hill Rise Appeal and, for several of them, spending many hours sitting through the Appeal process</i></p> <p>Decision</p> <p>It was unanimously agreed that the Clerk would write to C-POW thanking them for all the time C-POW members have spent in researching, putting together their presentations, taking part in discussions at the Hill Rise Appeal and, for several of them, spending many hours sitting through the Appeal process</p>

<p>23/07/16 WTC</p>	<p>11 - Botley West Solar Farm</p> <p>To consider the following motion proposed by Cllr Manson and Seconded by Cllr Manby-Brown</p> <p><u>Motion</u></p> <p>Based on current available information regarding the Botley West Solar Farm Project, WTC opposes the project in its present form.</p> <p>Cllr Manby-Brown opened the discussion.</p> <p>Cllr Manson suggest that events involving the Solar Farm proposal, both those for and against the Solar Farm proposal, be put on to Facebook</p> <p>Cllr U Parkinson asked if the wording of the motion could be stronger.</p> <p>The Clerk explained that the wording was to show that the Council have not pre-determined their position on proposal. As when the application is submitted additional or different information may become available.</p> <p>Decision</p> <p>It was unanimously agreed that WTC opposes the Botley West Solar Farm Project in its present form.</p> <p>Cllr Poskitt passed on thanks from Wootton PC and the Council thanked the Clerk for all her hard work on the scoping report response.</p>
<p>23/07/17 WTC</p>	<p>12 - Purchasing Audio Recording Equipment for Meetings</p> <p>This item was deferred from the last meeting to allow for a demonstration of the system to be arranged for this meeting. To consider the following motion by Cllr Manby-Brown</p> <p><u>Motion</u></p> <p>The after an appraisal of the trial 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>Cllr Manby-Brown explained the system was being demonstrated at the meeting.</p> <p>It was proposed to remove the word The at the start of the motion.</p> <p>The motion was proposed by Cllr Manby-Brown and seconded by Cllr Lamb</p> <p>Decision</p> <p>It was unanimously agreed to approve 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>23/07/18 WTC</p>	<p>13 - To Receive an update on the Adverse Possession Land Claim</p> <p>a) An oral update to be provided at the meeting</p> <p>The Clerk informed the Council that the claim was no longer being pursued.</p> <p>b) To approve a movement of £7,000 from General Reserves to create a new Legal Fees Budget (code 4421) under Environment 201 for 2023/24. This is to cover the expected legal fees for the case.</p> <p>Proposed by Cllr M Parkinson and seconded by Cllr Manby-Brown</p> <p>Decision</p> <p>It was unanimously agreed to approve the movement of £7,000 from the General Reserves to create a new Legal Fees Budget (code 4421) under Environment 201 for 2023/24 to cover the expected legal fees for the adverse possession land claim.</p>
<p>23/07/19 WTC</p>	<p>14 - Exclusion of Press and Public</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 in nature.</p> <p>Proposed Cllr M Parkinson and seconded by Cllr Grant</p> <p>It was unanimously agreed to exclude the press and public from the meeting</p>
<p>23/07/20 WTC</p>	<p>15 - Property</p> <p>a) To review contents of the report from Breckon & Breckon and agree to any actions required (Copy provided)</p> <p>The contents of the report were noted</p> <p>b) To receive an oral update on the renewal of the lease for 2 Park Street and to agree any actions required.</p> <p>The was an update provided in the Breckon & Breckon report and the Clerk advised that they were still working on the item and would report back at future meeting.</p> <p>A supplementary report on the leasing of the Cobbled are to the rear of the Town Hall was presented</p> <p>The Council discussed the report and made suggestions which the Clerk will inform Breckon & Breckon of and the Clerk will report back at a future meeting.</p>

<p>23/07/21 WTC</p>	<p>16 - To Review and Approve the Changes to Contract of the Caretaking Staff To consider the recommendation in report to be provided. Proposed by Cllr Bailey a) To approve backpay of £549.36 to be paid to the Deputy Caretaker Proposed by Cllr Addis and seconded by Cllr Manson Decision It was unanimously agreed to approve the backpay payment of £549.36 to the Deputy Caretaker b) Item not required c) Item not required d) To approve the permanent appointment of the Deputy Caretaker as Caretaker with the revised Job Description provided to replace the current Job Description. Cllr Grant requested several additions to the job description which the Clerk made a note of and said she would include them. Proposed by Cllr M Parkinson and seconded by Cllr Grant Decision It was unanimously agreed to appointment the current Deputy Caretaker as Caretaker on SCP 5 of the 2022/23 pay scale. Hours to be worked per week are a minimum of 8hrs with an additional 4hrs per week if needed totalling a maximum of 12hrs per week.</p>
<p>23/07/22 WTC</p>	<p>17 - To Receive an update on the Civil Claim The Clerk updated Council on the Civil claim and informed them that this was on going and now in the hands of a Solicitor</p>
<p>23/07/23 WTC</p>	<p>18 - To confirm the next meeting of Woodstock Town Council, Date and time of next meeting is 7pm on Tuesday 5th September 2023 at Woodstock Town Hall The date and time of next meeting was confirmed as 7pm on Tuesday 5th September at Woodstock Town Hall.</p>
<p>23/07/24 WTC</p>	<p>19 - Close Meeting The meeting closed at 8.45pm</p>