



## 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 5<sup>th</sup> September 2023 at 7pm

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

**In Attendance:** Karen Howe (Clerk), Rachel Peters (RFO)

**Chair for the Meeting:** Cllr Manby-Brown

**Members of the public attended:** 6

23/09/01 WTC	<b>1 - Apologies for Absence</b> Apologies received from Cllrs Bailey, Bleakley, Manson and Spencer-Churchill.
23/09/02 WTC	<b>2 - Declarations of Interests</b> Declarations of interest received from: - Cllr Poskitt for Item 4 Planning as she is a member of WODC
23/09/03 WTC	<b>3 - Public Speaking and Question Time</b> The owner of 31 Oxford Road addressed the council and explained that she had addressed all the objection to the planning applications that had previously resulted in refusal by WODC and requested that WTC now support her amended application 2 neighbours spoke to the council supporting the amended planning application
23/09/04 WTC	<b>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 13 <sup>th</sup> June 2023 <b>Decision</b> The minutes of 13th June 2023 were approved with amendments as a true record of the meeting and signed by the Mayor. b) Minutes of the Town Council Meeting held on 27th June 2023 <b>Decision</b> The minutes of 27th June 2023 were approved as a true record of the meeting and signed by the Mayor c) Minutes of the Extraordinary Town Council Meeting held on 11th July 2023 <b>Decision</b> The minutes of 11th July 2023 were approved with one amendment as a true record of the meeting and signed by the Mayor
23/09/05 WTC	<b>5 - County and District Councillor's Report</b> To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> Cllr Graham spoke regarding the Stagecoach bus attempting to turn around the Town Square careering across the path and into the old Nat West Bank building. He said that he has been in contact with the Leader of OCC and the Highways department expressing his concerns and asked for immediate action as this incident proved beyond doubt that this practise must be discontinued immediately. Cllr Graham advised that the Leader of OCC had on Monday instructed Stagecoach Chief Executive that their buses must use the Wootton turning facility Cllr Lamb asked 'what exactly are OCC seeking to do as she felt there should be a statutory ruling that buses and coaches should not be allowed to use the Town Centre as a turning point' Cllr Graham said this was completely under the control of OCC and should Stagecoach not voluntarily use Wootton turning point then a temporary traffic order could be applied for and if needed a permanent TRO can be applied for and that these orders would stop all buses and coaches. Cllr Graham said he would update the Council as soon as he heard anything further. Cllr Parnes asked if the health and safety study is available to the public Cllr Graham replied that he saw no reason why not. <u>WODC Report</u>

	<p>Cllr Poskitt asked if there were any questions</p> <p>Cllr Grant asked if there was any further confirmation of the time and of the Botley West Solar Farm public event that was in the WODC Cllrs report.</p> <p>The Clerk said she had had some information of this and it seemed the event would be later on in the year</p> <p>Cllr Parnes asked if WODC Planning Committee had called in the Tennis Club application</p> <p>Cllr Poskitt (WODC) said she was not sure and the agenda for the next meeting was not out yet.</p>
<p>23/09/06 WTC</p>	<p><b>6 - Mayor's &amp; Clerks Reports</b></p> <p>To receive an oral report from the Mayor and a report from Clerk.</p> <p><u>Mayor's Report</u></p> <p>The Mayor said he was going to report on the Stage Coach Bus incident but this had already been covered earlier in the meeting</p> <p>He also mentioned the 2 events that have taken place in the Town Centre.</p> <p>Woodstock Live over the Bank Holiday weekend and Salon Prive that was held on Thursday 31<sup>st</sup> August.</p> <p>He hoped to call an Events Working Group Meeting to discuss further these events and any improvement that could be made for next year and discuss up and coming events.</p> <p><u>Clerk's Report</u></p> <p>1) Filming Request for Approval</p> <p>The Council has received a request to hire the Mayors Parlour on Tuesday the 24th October and to be allowed to use the Town Hall as the bank location for their short film "Rock-a-bye". They have been advised that we do not own the town square and that we need to contact OCC regarding permission to film in the public area.</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> to the Town Hall being used by the film company providing that the necessary security needs were in place and that the Clerk, RFO and Mayor to oversee the process.</p> <p>2) Mowing of Meadows 5 &amp; 6 at the Water Meadows Approval</p> <p>The Council are looking to have meadows 5 &amp; 6 cut using non-mechanical means. Cllr Manson has been in contacted with somebody who uses Shire Horses and the relevant equipment to mow and bale grassland. Cllr Manson has been provided will an approximate cost of a maximum of £2,500 plus VAT.</p> <p>Cllr Manby-Brown Proposed and Cllr M Parkinson Seconded.</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> to approve expenditure of up to £2,5000 plus VAT for the mowing and baling of grass on meadows 5 &amp; 6 of the Water Meadows and to give delegated powers to the Clerk and Cllr Manson to agree on the best contractor to use for works.</p> <p>3) Request to Place a Bench in the Lawn Cemetery</p> <p>The Council have been asked by a local family if it would be possible to place a bench in the cemetery in a space that is currently in the hedging near their family's graves. They have offered to purchase and maintain the bench. They are happy to meet any requirements the Council may have regarding the type of bench.</p> <p>Cllr Grant had circulated the Councils Policy for memorial benches in the Cemeteries.</p> <p>The Council agreed that as the Policy was long overdue a review, the Clerk would write to the family and explain the situation.</p> <p>4) Purchase of Wildlife Cameras</p> <p>The Council were informed that an order has been placed for the 4 wildlife cameras which are to be used at the Water Meadows and that we have also purchased rechargeable batteries and a battery charger. The total cost for this is £975.97 inc. VAT.</p> <p>Cllr Grant pointed out that the Council had agreed £887 including VAT and the Bicester Green Gym had donated £1000 towards the infra-red Cameras and stipulated for this purpose only. The Council needed to decide whether to return any surplus money to the Bicester Green Gym or request an agreement to use the money for another purpose on the Water Meadow.</p> <p>5) Tree Works</p> <p>The Council were informed that due to the health and safety risk they posed the medium risk trees on the water meadows in area G8 have been dealt with at a cost of £2,865 + VAT.</p>
<p>23/09/07 WTC</p>	<p>Cllr Grant requested that item 9 Planning to be move to here on the Agenda so that members of the public that were in attendance for this item would not have to sit through items 7 &amp; 8. This was seconded by Cllr Manby-Brown and all agreed.</p>

23/09/08  
WTC

## 9 - Planning

- a) To consider responses to the following planning applications: -
- 1) 23/01186/FUL – 31 Oxford Road  
Erection of various single and two storey extensions (amended)  
Cllr Poskitt provided details on the amendment and suggested no objection.  
The Councillors then discussed the application  
It was **agreed** that the Council has no objections to the application but would submit the comments on the following: -
    1. That the preservation of the trees are taken into account
    2. A Construction management plan to be in place
- b) To note the start of West Oxfordshire District Council's 'Ideas and Objectives' Consultation  
The consultation runs from 30<sup>th</sup> August to 25<sup>th</sup> October 2023 and is focused on the Draft Local Plan.  
A brief discussion took place regarding the consultation's request for sites to be identified for housing, other infrastructure and green spaces amongst other suggestions.  
Cllr Parnes suggested putting forward the Police Station site for a new library. This idea was supported and the Clerk asked for further ideas to be emailed to her.  
**Item Noted**  
To be discussed at a further meeting.
- c) To note Cherwell's Local Plan is being presented to CDC Executive on the 4<sup>th</sup> September and the start of the consultation on the Local Plan is expected to start mid-September.  
**Item Noted**  
To be discussed further once received.

23/09/09  
WTC

## 7 - Finance

- a) To approve and sign the Bank Reconciliation for the period ending 31<sup>st</sup> July 2023  
**Decision**  
It was resolved to **approve** the Bank Reconciliation showing a balance of £293,565.25 for the period ending 31<sup>st</sup> July and for the Mayor to sign the reconciliation
- b) To note the Payments Report for July 2023  
Payments of £30,587.83 inc VAT of £1,256.95 for July 2023 were **noted**.
- c) To note the Receipts Report for July 2023  
Receipts of £10,6444.17, which included a VAT repayment of £8,355.45, for July 2023 were **noted**.
- d) To note the Summary Cost Centre Report as at 31<sup>st</sup> July 2023. This report shows actuals compared to budget.  
The report was **noted**.
- e) To approve the list of signatories for Unity Trust Bank Accounts  
Cllr Bleakley will be asked if he still wishes to be a signatory  
It was **agreed** that the approved signatories would be Cllrs Grant, Lamb, Manby-Brown, M Parkinson and Poskitt.
- f) To approve the Cemetery Fees for both the Lawn Cemetery and Hensington Road Cemetery.  
**Decision**  
It was resolved to **approve** the Cemetery Fees for both the Lawn Cemetery and Hensington Road Cemetery as detailed in the table below and for them to be implemented from the 1<sup>st</sup> October 2023.

	Fees 2023
<b><u>Purchase of Exclusive Right</u></b>	
Purchase of Exclusive Right of Burial in earthen graves (For the exclusive right of burial a reservation to such right for 75 years, or such extended period as may sometimes be approved)	£347
Purchase of Exclusive Right for the interment of cremated remains in a section of the cemetery reserved for such purpose	£136
Cancellation/amendment fee for reserved plots	£55
<b><u>Interment</u></b>	
For the interment of the body of a person whose age at the time of death exceeded 12 years	£286
For the interment of the body of a person whose age at the time of death did not exceed 12 years or for the interment of the body of a still-born child.	No fee

	For the interment of ashes in the section of the cemetery reserved for such purposes, or (subject to the agreement of the ERB holder or executor(s) of the deceased's will) in an existing family grave	£132
	<b>Memorial Stones – all at single rate</b>	
	The right to erect or place on a grave a Memorial Headstone in respect of a plot for which the Exclusive Right of Burial has been purchased	£154
	For each inscription after the first	£72
	<b>Other Charges</b>	
	Family history search	£28
23/09/10 WTC	<p><b>8 - Retrospective Notice Regarding Transfer of Funds</b></p> <p>To consider the Motions put forward by Cllr Grant</p> <p>Cllr Manby-Brown explained that the error was in good faith and was to move the funds in to a higher interest rate account with Unity Bank who are who the Council currently Banks with.</p> <p>Cllr Manby-Brown proposed that each item listed should be voted on separately and this was agreed.</p> <p>The individual parts of the motion were then put to the vote</p> <p>Motion</p> <p>1 - a) <i>The council accepts the breach of Financial Regulations by the transfer of £150,000 from the Unity Trust Current Account to the higher interest rate Unity Trust Instant Access Account as an unfortunate oversight.</i></p> <p>The following amendment was proposed by Cllr Manby-Brown and seconded by Cllr Poskitt. The amendment was to remove the word 'unfortunate' from 1a) of the motion.</p> <p>The proposer and seconder of the motion did not agree to the amendment and so the amendment was put to a vote.</p> <p>For 4      Against 3      Abstaining 1</p> <p>The amendment was passed and it was <b>agreed</b> to remove the word 'unfortunate' from 1a of the motion.</p> <p>This part of the motion was then voted on.</p> <p>For 7      Against 0      Abstaining 1</p> <p>It was <b>agreed</b> that the council accepts the breach of Financial Regulations by the transfer of £150,000 from the Unity Trust Current Account to the higher interest rate Unity Trust Instant Access Account as an oversight</p> <p>b) <i>Are conscious that £85,000 in any bank is the maximum protected amount</i></p> <p>It was <b>agreed</b> that the Council are conscious that £85,000 is the maximum protected amount.</p> <p>2 – a) <i>Agree to carry out the following action</i></p> <p>b) <i>With the up most urgency the Clerk and RFO will research an alternative investment for £65,000 of the above amount to be transferred as early as possible</i></p> <p>It was <b>agreed</b> that the Clerk and RFO will research an alternative investment for £65,000 of the above amount to be transferred as early as possible</p> <p>c) <i>Call an ETC to inform the council of suggested investment of the residue £65,000 confirming agreement of the full Council for the transfer of this investment</i></p> <p>The motion was amended to: -</p> <p>Bring information to the next available meeting of suggestion for the investment of the residue of £65,000 for the agreement of the full council.</p> <p>It was <b>agreed</b> to bring information to the next available meeting of suggestion for the investment of the residue of £65,000 for the agreement of the full council</p> <p>d) <i>Remind the Council of the list of signatures at present and consider any change they may wishes to make to this list.</i></p> <p>This item had already been discussed earlier under item 7</p> <p>The RFO left the meeting</p>	
23/09/11 WTC	<p><b>Membership of the Rural Market Town Group</b></p> <p>The Council discussed joining the Rural Market Town Group and decided not to join.</p>	
23/09/12 WTC.	<p><b>Environmental Working Group (EWG)</b></p> <p>a) To note the meeting notes from 30<sup>th</sup> May 2023 meeting of the EWG</p> <p><b>Item Noted</b></p> <p>b) To consider and approve if appropriate the recommendations from EWG meeting held on the 11<sup>th</sup> August 2023 (Meeting notes circulated)</p>	

	<p>It was suggested by Cllr Grant that due to the absence of Cllr Manson that the recommendations be deferred to the next available meeting of the full council.</p> <p><b>Item Deferred</b></p>
23/09/13 WTC	<p><b>Terms of Reference for the Environmental Working Group</b></p> <p>To approve the Terms of Reference for the Environment Working Group.</p> <p>It was suggested that the terms of reference should including the additional wording of: - 'Non-member councillors are allowed to attend to observe only'.</p> <p>It was also suggested that all Working Groups Terms of Refence should including the same wording.</p> <p>It was <b>agreed</b> to include the wording 'Non-member councillors are allowed to attend to observe only' in all Working Groups Terms of Reference.</p>
23/09/14 WTC	<p><b>Change of Submission Deadline for Agenda Items</b></p> <p>To consider the following Motion by Cllr M Parkinson and Seconded by Cllr Manby-Brown</p> <p><u>Background</u></p> <p>This motion is being put forward to ensure that the clerk has enough time to properly consider documents submitted for agendas. Whilst this is a deadline for submission, councillors are encouraged to submit documents and motions as soon as practicably possible for each agenda.</p> <p><u>Motion</u></p> <p><i>Woodstock Town Council resolves to alter the deadline for motions and papers to be amended from 12pm the Wednesday before the agenda deadline to the Tuesday 12pm.</i></p> <p><b>Item Deferred</b></p>
23/09/15 WTC	<p><b>Addition of Google Search to the Council's Website</b></p> <p>To the following Motion by Cllr S Parnes Seconded by Cllr Grant</p> <p><u>Motion</u></p> <p><i>The Town Council RESOLVES, in the interests of improved transparency and enhanced accessibility, to instruct its website services provider, NetWise, to install and activate a publicly accessible Google search feature on the Town Council website. The search facility is to be the paid subscription version which does not show advertisements.</i></p> <p>After a brief discussion the following amendment to the motion was suggested and agreed to: -</p> <p>To remove the word 'Google' and also the last sentence of the motion.</p> <p>The motion was put to the vote and Cllr Parnes requested a name vote.</p> <p>For 6 – Cllrs Addis, Grant, Lamb, M Parkinson, U Parkinson and Parnes</p> <p>Against 0</p> <p>Abstaining – Cllrs Manby-Brown and Poskit</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> that the Town Council in the interests of improved transparency and enhanced accessibility, will instruct its website services provider, NetWise, to install and activate a publicly accessible search feature on the Town Council website</p>
23/09/16 WTC	<p><b>Speed Humps Along Hensington Road</b></p> <p>To consider the following motion by Cllr S Parnes Seconded by Cllr Grant</p> <p><u>Motion</u></p> <p>The Town Council RESOLVES to write to Oxfordshire County Council, being the Hlghways Authority for our constituency, to request urgent inspection and re-evaluation of newly placed speed bumps on Hensington Road, which appear to be uncharacteristically and inconsistently high, and therefore dangerous, as evident from increasing visible scrape marks.</p> <p>After a brief discussion the motion was put to a vote. Cllr Parnes requested a name voted.</p> <p>For 6 – Cllrs Addis, Grant, Lamb, M Parkinson, U Parkinson and Parnes</p> <p>Against 0</p> <p>Abstaining – Cllrs Manby-Brown and Poskit</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> that the Town Council will write to Oxfordshire County Council, being the Hlghways Authority for our constituency, to request urgent inspection and re-evaluation of newly placed speed bumps on Hensington Road, which appear to be uncharacteristically and inconsistently high, and therefore dangerous, as evident from increasing visible scrape marks</p>
23/09/17 WTC	<p><b>Mayors Chain Engraving</b></p> <p>To consider the following Motion by Cllr Manby-Brown and Seconded by Cllr M Parkinson</p> <p><u>Motion</u></p>

	<p>That the Town Council approves:-</p> <ol style="list-style-type: none"> <li>1) The expenditure of £672.50 plus VAT for the engraving of the chain.</li> <li>2) For security reasons, to also approve the cost of train travel for 2 people to deliver and collect the chain.</li> </ol> <p>During a brief discussion Cllr Grant asked if the cost was for hand or electronic engraving and how much the travel cost for 2 people would be and who would be travelling.</p> <p>Cllr Manby-Brown confirmed that it was hand engraving and that the travel cost would be around £100 and anyone was welcome to join him.</p> <p>It was agreed that when a Mayor is in office for consecutive years that the dates would be recorded a one date.</p> <p>Cllr Grant suggested that the Consort/Mayoress Chain also needed engraving and felt it sensible to do the two together.</p> <p>Cllr Manby-Brown advised that the Consort Chain was currently not accessible as it was locked in the broken safe and may have to be dealt with separately.</p> <p>Cllr Grant suggested the cost should be increased and capped at £1,200 inc VAT and delegation be given to the Clerk and Cllr Manby-Brown action.</p> <p>It was <b>agreed</b> to set a budget of £1,200 inc VAT for engraving and travel expense of the Mayor and Consort Chain's and that delegation be given to Cllr Manby-Brown and the Clerk be to arrange the engraving.</p>
23/09/18 WTC	<p><b>Maintenance of Bus Shelters</b></p> <p>To consider and approve the Heads of Terms for a contract with Primesite Media for the maintenance of 3 bus shelters in Woodstock.</p> <p><b>Item Withdrawn</b></p> <p>Cllr Parnes left the meeting.</p>
23/09/19 WTC	<p><b>Staffing</b></p> <ol style="list-style-type: none"> <li>1) Approve extending existing temporary contract of the Clerk to the 31<sup>st</sup> December 2023</li> </ol> <p><b>Decision</b></p> <p>It was unanimously <b>agreed</b> to extend the temporary contract of the Interim Clerk until 31<sup>st</sup> December 2023.</p> <ol style="list-style-type: none"> <li>2) Approve extending existing temporary increase in hours of the RFO to the 31<sup>st</sup> December 2023</li> </ol> <p>Cllr Grant requested that 'Admin Assistant' be added as the employee was undertaking both positions at present.</p> <p><b>Decision</b></p> <p>It was unanimously <b>agreed</b> to extend the temporary increase in hours of the RFO/Admin Assistant to the 31<sup>st</sup> December 2023.</p>
23/09/20 WTC	<p><b>Exclusion of Press and Public</b></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><b>Item not required</b></p>
23/09/21 WTC	<p><b>To confirm the next meeting of Woodstock Town Council,</b></p> <p>Date and time of next meeting is 7pm on Tuesday 10<sup>th</sup> October 2023 at Woodstock Town Hall was confirmed.</p>
23/09/22 WTC	<p><b>Close Meeting</b></p> <p>The meeting closed at 8.30pm</p>