



## Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL  
Telephone: 01993 811216 Website: [www.woodstock-tc.gov.uk](http://www.woodstock-tc.gov.uk)  
Interim Town Clerk: Karen Howe

### Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 10<sup>th</sup> October 2023 at 7pm

**Cllrs. present:** Nick Manby-Brown (Mayor), Linda Addis, Ann Grant, Jo Lamb and Meg Manson

**In Attendance:** Karen Howe (Clerk), Rachel Peters (RFO), OCC Cllr A Graham and WODC Cllr J Cooper

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

**Members of the public attended:** 8

23/10/01 WTC	<b>1 - Apologies for Absence</b> Apologies received from Cllrs Bailey, Bleakley, M Parkinson, U Parkinson, Parnes, Poskitt and Spencer-Churchill
23/10/02 WTC	<b>2 - Declarations of Interests</b> Declarations of interest received from: - Cllr Addis for Item 8 Grants – Cllr Addis is involved with community events Cllr Grant for Item 8 Grants – Cllr Grant is a volunteer committee member of Woodstock Youth Club
23/10/03 WTC	<b>3 - Public Speaking and Question Time</b> 2 members of the public addressed the Council Speaker 1 - Gave the Council an overview of Soldiers of the Oxford Museum (SOFO) and explained that the museum is a purely self-funding venture. They expressed the amazing support that they receive and asked if the Councillors reach out to help expand this support. Detail about SOFO is available on their website. Speaker 2 - Made comments regarding Item 13 Buses Using Woodstock Town Centre. They said that are delighted that Stagecoach have agreed to return to using the turning point at Wootton as not only is it safer but it also improves Old Woodstock access to buses. They advised that the Council should meet with OCC to move toward the possible introduction of a Road Traffic Act to prevent the use of the town Centre as a turning circle for daily buses
23/10/04 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 18th July 2023 <b>Item Deferred</b> b) Minutes of the Extraordinary Town Council Meeting held 8th August 2023 <b>Item Deferred</b>
23/10/05 WTC	<b>5 - County and District Councillors' Report</b> To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> In addition to Cllr Graham's report that was circulated prior to the meeting Cllr Graham also informed the Council about the following: - <ul style="list-style-type: none"><li>• That the long duration of the work on the A44 Pear Tree roundabout was almost at an end after many long months and hoped it would improve travel times</li><li>• The Traffic Advisory Group (TAG) meeting is to be held on Monday 23rd October at 10 am in the Mayors Parlour. Other traffic concerns will be discussed at this meeting.</li><li>• The consultation for the 20mph scheme will start at the end of October and will continue for one month. Once completed it is hoped that approval will be given for the scheme in January and if approved the works to implement the scheme would be carried out in April–May 2024.</li></ul> <u>WODC Report</u> Cllr Cooper paid tribute to Mrs Hibberd who had sadly passed away on Wednesday 27th September. Mrs Hibberd had been the Caretaker to WTC for over 15 years. Cllr Cooper said that she also did more than that and was also involved with the Youth Club as a leader and helped the youngest residents of the Town. The report from WODC Cllrs Cooper and Poskitt was circulated prior to the meeting and Cllr Cooper offered to take questions.

	<p>Cllr Grant asked Cllr Cooper if the WODC grant scheme could be used to fund a paid youth leader.</p> <p>Cllr Cooper said he would seek information and send Cllr Grant an email</p>
<p>23/10/06 WTC</p>	<p><b>6 - Mayor's &amp; Clerk's 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 provided the following updates: -</p> <ul style="list-style-type: none"> <li>• The ongoing work on the telephones and internet project had now been completed.</li> <li>• There had been a considerable amount of Graffiti in and around the New Road Playground. Cllr Manby-Brown and Manson had visited the site as soon as they were aware of this and a lot of the Graffiti has already removed and UBICO would be dealing with the rest. The damage has been reported to the police</li> <li>• Remembrance Sunday is the 12th November and he hoped as many Councillor as possible would attend service. He also said that a reception in the Assembly Room afterwards has been organised</li> <li>• A valuation of the Councils Assets in the Town Hall has been carried out.</li> <li>• The Mayors Chain was in the process of being engraved to catch up the last 8-10 years of Mayors names and dates.</li> </ul> <p><u>Clerk's Report</u></p> <ul style="list-style-type: none"> <li>• There have been reports of fallen trees in the Water Meadows and at the OWL reserve and these are being dealt with.</li> <li>• We have purchased 4 new life saving rings for the Water Meadows and will be disposing of the old outdated ones</li> <li>• The maps for the 20mph scheme had been circulated and may be discussed at the next meeting</li> <li>• The appeal for the development at Hill Rise had been won by Blenheim. But due to it only coming in late that afternoon she had not had time to read it.</li> </ul>
<p>23/10/07 WTC</p>	<p><b>7 - Finance</b></p> <p>a) To approve and sign the Bank Reconciliation for the period ending 31<sup>st</sup> August 2023</p> <p><b>Decision</b></p> <p>It was resolved to <b>approve</b> the Bank Reconciliation showing a balance of £280,219.19 for the period ending 31<sup>st</sup> August and for the Mayor to sign the reconciliation</p> <p>b) To note the Payments Report for August 2023</p> <p>Payments of £15,339.41 inc VAT of £1,689.96 for July 2023 were <b>noted</b>.</p> <p>Cllr Grant requested that the appropriate budget code was included in future payments list so that it is clear as to which budget allocation the payment is from.</p> <p>The RFO noted this request.</p> <p>c) To note the Receipts Report for August 2023</p> <p>Receipts of £1,998.35 for August 2023 were <b>noted</b>.</p> <p>d) To approve the quote for removing the medium priority trees at the OWL and Water Meadows</p> <p>Cllr Grant requested that the sum for the OWL and Water Meadows tree works be defined separately under the allocated budget headings.</p> <p>The RFO said she would ask the contractor for separate costings.</p> <p><b>Decision</b></p> <p>It was <b>agreed to approve</b> the quote of £5,245+VAT to carry out the tree surgery works as listed in VTA as medium priority trees. The approved quote is split as follows: - OWL area G1 and Water Meadows area G7 £2,995+VAT and to complete Water Meadows area G2 £2,250+VAT.</p> <p>e) To approve the quote for the repairs to Green Lane Cemetery water pipe.</p> <p>The RFO explained that during the excavation of a new grave in the cemetery extension the grave diggers cut through the water pipe going to the allotments.</p> <p>Three contractors had been contacted but only one has come back with a quote for the repairs.</p> <p>The quote provided was: -</p>

	<p>For digging out existing gravel. Lifting the gravel pads. Finding the water pipe. Re-route and connecting the water pipe. Burying the pipe. Putting the gravel pads back and making good. Includes cost for supply gravel, excavator, labour and the removal of any waste at a total cost £2,640 + VAT</p> <p><b>Decision</b> It was <b>agreed</b> to <b>approve</b> the quote of £2,640+VAT to carry out the repairs to the Green Lane Cemetery water pipe.</p> <p>f) To approve the repayment of the Public Works Loan. <b>Item deferred</b></p>																																	
<p>23/10/08 WTC</p>	<p><b>8 - Grants</b></p> <p>a) To receive an oral update on grants Cllr Manson informed the Council that ideally these grants would have been agreed at the November 2022 Budget setting meeting for payment from the 1st April 2023, however this had unfortunately not been the case and a table of suggested grant awards has been produced for the Council to consider. Moving forward the council needs to review the application form, the advertising of the grants and the timing of approvals.</p> <p>b) To consider and approve, if appropriate, grant applications to the Town Council that have been received for 2023/24. Proposed by Cllr Manby-Brown and seconded by Cllr Lamb Cllr Grant requested a named vote For 3 – Cllrs Lamb, Manby-Brown and Manson Against 1 – Cllr Grant Abstaining 1 – Cllr Addis</p> <p><b>Decision</b> It was <b>agreed</b> to <b>approve</b> the grants payments as detailed in the table below: -</p> <table border="1" data-bbox="322 1055 987 1464"> <thead> <tr> <th></th> <th></th> <th>23/24 amount</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>WDSK Scout &amp; Guide Hut</td> <td>£500</td> </tr> <tr> <td>2.</td> <td>Volunteer Link Up</td> <td>N/A</td> </tr> <tr> <td>3.</td> <td>Woodstock Youth Clu</td> <td>£300</td> </tr> <tr> <td>4.</td> <td>Citizens Advice Core Service</td> <td>£300</td> </tr> <tr> <td>5.</td> <td>Sustainable Woodstock</td> <td>£300</td> </tr> <tr> <td>6.</td> <td>WDSK Football Club</td> <td>£300</td> </tr> <tr> <td>7.</td> <td>Mock Mayor</td> <td>£500</td> </tr> <tr> <td>8.</td> <td>WDSK Chapel Trust Garden</td> <td>£500</td> </tr> <tr> <td>9.</td> <td>Woodstock Ladies' Circle</td> <td>£200</td> </tr> <tr> <td>10.</td> <td>Woodstock &amp; Bladon News</td> <td>£0</td> </tr> </tbody> </table>			23/24 amount	1.	WDSK Scout & Guide Hut	£500	2.	Volunteer Link Up	N/A	3.	Woodstock Youth Clu	£300	4.	Citizens Advice Core Service	£300	5.	Sustainable Woodstock	£300	6.	WDSK Football Club	£300	7.	Mock Mayor	£500	8.	WDSK Chapel Trust Garden	£500	9.	Woodstock Ladies' Circle	£200	10.	Woodstock & Bladon News	£0
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<p>23/10/09 WTC</p>	<p><b>9 - Woodstock in Bloom</b></p> <p>To approve the request from Woodstock in Bloom to purchase two 1m<sup>3</sup> wooden planters to replace the hiring of the two 3-tier plants in front of the Town Hall. Dr Edwards read the request from the Committee of Woodstock in Bloom to the Council. A copy had already been circulated prior to the meeting. Cllr Grant suggested that the planters should be purchased by the Council using the remainder of the budget allowance for King Charles III Coronation and that commemorative plaques could also be added to each planter. The Mayor thought this was a good idea and supported the suggestion.</p> <p><b>Decision</b> It was <b>agreed</b> that Dr Edwards and Cllr Grant would liaise and bring a motion including suitable wording for the plaques for approval at the next meeting. 19:34 the RFO left the meeting</p>																																	

23/10/10 WTC	<p><b>10 - Working Groups and Budget Bids</b></p> <p>To agree that all Working Groups meet as soon as possible to discuss and submit budget bids for the 2024/25 draft budget in preparation for the Budget Meeting to be held on the 28th November 2023.</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> that working groups would meet and submit budget requests.</p>
23/10/11 WTC	<p><b>11 - Urgent Planning Committee</b></p> <p>To consider the following motions by Cllr Grant</p> <p><u>Motion</u></p> <ol style="list-style-type: none"> <li>1) WTC agrees to the forming of an Urgent Planning Committee to cover the planning applications that are submitted by WODC for comment by WTC</li> <li>2) Agrees the Terms of Reference</li> <li>3) Agrees to the members that wish to serve on this committee</li> </ol> <p><b>Item deferred to next meeting</b></p>
23/10/12 WTC	<p><b>12 - Policy to Control and Upkeep the Water Meadows</b></p> <p>To discuss, amend and if appropriate agree the Water Meadow Policy proposed by Cllr Grant</p> <p><b>Item deferred to next meeting</b></p>
23/10/13 WTC	<p><b>13 - Buses Using Woodstock Town Centre</b></p> <p>To consider the following motion by Cllr Lamb</p> <p><u>Motion</u></p> <p>The Town Council RESOLVES to write to Oxfordshire County Council requesting it, in the interests of public safety and pursuant to the recommendations set out in the Independent Safety Report, to take all necessary steps to obtain the appropriate Statutory Regulation from the Government's Traffic Commissioners banning all buses henceforth from using High Street, Park Street and Market Street as a turnaround point.</p> <p>A discussion on the motion took place and concerns about the stopping of all bus was raised. It was suggested that the Council request a meeting with OCC to discuss the matter further.</p> <p>Cllr Lamb agreed to withdraw the motion.</p> <p><b>Motion Withdrawn</b></p> <p>The Council <b>agreed</b> to request a meeting with OCC to discuss the matter further.</p>
23/10/14 WTC	<p><b>14 - Objects on Loan to The Oxfordshire Museum, Woodstock</b></p> <p>To approve the request from The Oxfordshire Museum to renew the loan agreement for 11 objects for another 3 years.</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> to <b>approve</b> the renewal of the loan agreement for the 11 objects already on loan to The Oxfordshire Museum for a period of 3 years.</p>
23/10/15 WTC	<p><b>15 - 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>Proposed by Cllr Addis and seconded by Cllr Lamb</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> to close the meeting to the public.</p> <p>The recording/filming device was turned off.</p>
23/10/16 WTC	<p><b>16 - Renewal of Internal Auditor Contract</b></p> <p>To approve the instruction of Mulberry &amp; Co as our internal auditors for 2023/24 accounting year.</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> to <b>approve</b> the engagement of Mulberry &amp; Co as internal auditors for the 2023/24 accounting year.</p>
23/10/17 WTC	<p><b>17 -Civil Claim</b></p> <p>The Clerk provided a brief update on the claim.</p>
23/10/18 WTC	<p><b>Close Meeting</b></p> <p>The meeting closed at 7.57pm</p>