



## 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 14<sup>th</sup> November 2023 at 7pm

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

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

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

**Members of the public attended:** 6

23/11/01 WTC	<b>1 - Apologies for Absence</b> Apologies received from Cllrs Lamb, U Parkinson and Spencer-Churchill
23/11/02 WTC	<b>2 - Declarations of Interests</b> Declarations of interest received from: - Cllr Poskitt for Item 8 as she is a member of Woodstock in Bloom Cllr Poskitt for Item 9 as she is a member the Royal Park 900 Years Association Cllr Addis for Item 15 as she is an employee of the tenant
23/11/03 WTC	<b>3 - Public Speaking and Question Time</b> 1 member of the public addressed the Council  A representative from Sustainable Woodstock addressed the Council on the Botley West Solar Farm. He said that at a public meeting held recently he was surprised at the lack of community benefit from the Solar Farm and he urged the Council to highlight the need for the solar farm to provided benefits for the community. An example given was annual financial contributions.  Cllr Poskitt asked the Clerk if this was mentioned in the Council reply.  The Clerk confirmed that this was included in the reply and she advised that whether the Council agreed with the Solar Farm or not the Council should be investigating possible benefit for the Community.  Cllr Parnes requested a minute's silence in respect for the passing of Dr Trevor Turner a local GP who had served the Community for many years and for Mrs Hibberd who has served WTC as a Caretaker for many years.  A minute's silence was held
23/11/04 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>Decision</b> The minutes of 18th July 2023 were approved as a true record of the meeting and signed by the Mayor. b) Minutes of the Extraordinary Town Council Meeting held 8th August 2023 <b>Decision</b> The minutes of 8th August 2023 were approved as a true record of the meeting and signed by the Mayor c) Minutes of the Town Council Meeting held on 5th September 2023 <b>Decision</b> The minutes of 5th September 2023 were approved as a true record of the meeting and signed by the Mayor. d) Minutes of the Extraordinary Town Council Meeting held 26th September 2023 <b>Decision</b> The minutes of 26th September 2023 were approved as a true record of the meeting and signed by the Mayor.

<p>23/11/05 WTC</p>	<p><b>5 - County and District Councillors' Report</b></p> <p>To receive the monthly reports from OCC and WODC Councillors</p> <p><u>County Council Report</u></p> <p>Cllr Graham provided the following update: -</p> <ol style="list-style-type: none"> <li>1) Park View Bus Shelters - The 2 Bus shelters had now been installed at Park View.</li> <li>2) He said that during December the fare on the Stage Coach buses would only be £1</li> <li>3) Update on the 20mph scheme - The consultation is live and it is planned that the decision will be made January and if agreed the work will be done April –May 2024</li> <li>4) The bus turning point was now being used by Stage Coach and at the moment no permanent ruling for not using the Town centre to turn had been affirmed. Also, there is a meeting planned this month to discuss the matter.</li> <li>5) Pedestrian Safety measures that had been agreed would be included if and when the 20mph speed limit was introduced</li> </ol> <p>Cllr Graham offered to take questions.</p> <p>Cllr Parnes asked the following questions: -</p> <ol style="list-style-type: none"> <li>1) Was there any funding left from the installation of the Bus Shelters and if so what could it be used for.</li> <li>2) Would WTC have any obligation to look after these new shelters</li> <li>3) Why wasn't WTC consulted on the design of these shelters as many residents objected to the illuminated advertising and to protect the users from pollution the screen at the rear of the shelter should in fact been at the front.</li> </ol> <p>Cllr Graham replied that he would look into the remaining funds and that the Town Council would have no obligation to look after the shelters. He also requested the Cllr Parnes send him details of the comments from residents on the style of the bus shelter and their objections to the advertising on the shelters.</p> <p>Cllr Manson asked if Cllr Graham could assist with getting the trees in the town centre cut as they were now very tall and branches were falling off. WTC had been trying to get this done since 2016.</p> <p>Cllr Graham asked that the Clerk send him details of the recent requests made to OCC for the works to be carried out.</p> <p><u>WODC Report</u></p> <p>Cllr Cooper offered to take questions on the WODC report that had previously be circulated.</p> <p>Cllr Grant requested clarification of last paragraph of the report regarding changes to 'absent vote' application.</p> <p>Cllr Poskitt said that the report provided as much information as she knew but felt voters would be informed of any changes.</p>
<p>23/11/06 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 reported the following: -</p> <ul style="list-style-type: none"> <li>• The Remembrance Day parade, Church Service and reception had gone well and the rain had kept off.</li> <li>• The Police were now aware of the who had done the graffiti in the playgrounds and the youths involved would be doing community service. It was suggested they be put to work with wire brushes to clean of the offensive graffiti.</li> <li>• The Mayors Carols are being cancelled this year.</li> </ul> <p>Cllr Grant requested the return of the gifts for the children she had purchased and she would use them at a Youth Club sale.</p> <p>This was agreed</p> <p><u>Clerk's Report</u></p> <p>The Clerk read from her report that was circulated prior to the meeting. The report included items deferred from previous meetings.</p>

### 1) Urgent Planning Committee Motion

The motion was taken in 3 separate parts:

WTC

- a) *Agrees to the forming of an Urgent Planning Committee to cover the planning applications that are submitted by WODC for comment by WTC.*

Proposed by Cllr Grant Seconded by Cllr Addis

For 8 Against 1 Abstained 0

#### Decision

It was **agreed** to form an Urgent Planning Committee

- b) *Agrees the Terms of Reference (copy circulated)*

Proposed by Cllr Grant Seconded by Cllr Poskitt

For 5 Against 0 Abstained 4

#### Decision

The Terms of Reference were **agreed**

- c) *Agrees to the members that wish to serve on this committee*

It was **agreed** for Cllrs Grant, Parnes, M Parkinson and Poskitt would serve on the Urgent Planning Committee

### 2) Submission Deadline for Agenda Item

The Clerk explained that to enable a change in the Standard Orders then in accordance paragraph 28b of the Standing Order a special motion needs to be proposed in writing and signed by at least 8 councillors.

This requirement was fulfilled at the meeting with 8 councillors signing a document proposing the following motion: -

WTC agrees to delete paragraph 9a & 9b and replace with: --

The deadline for requesting an item be put on the agenda, together with motions and reports is 12noon, 5 working days prior to the meeting date (as our meetings are usually on a Tuesday this would result in the Tuesday before)

The motion was then set aside to be brought back at the next full meeting of the Council

Cllr Grant urged the Councillors to be mindful of the Clerk's workload and put this change into practice from now if they could even though it is not yet binding.

### 3) Repayment of the Public Works Loan

The clerk advised this item be deferred to the Finance and Asset Working Group to be consider during the draft Budget meeting.

The Clerk also informed the meeting that due to strong winds over the last few days urgent tree works had been required. There were trees in the OWL (one of which had damaged a residents Green House) and a tree in the Water Meadows that required work. These were being dealt with under the Clerks delegated powers as they are urgent works and that the cost is £2,400.

The Clerk also advised she was dealing with the damage to the green house.

23/11/07  
WTC

### 7 - Finance

- a) To approve and sign the Bank Reconciliation for the period ending 30<sup>th</sup> September 2023

#### Decision

It was resolved to **approve** the Bank Reconciliation showing a balance of £360,671.99 for the period ending 30<sup>th</sup> September 2023 and for the Mayor to sign the reconciliation

- b) To approve and sign the Bank Reconciliation for the period ending 31<sup>th</sup> October 2023

#### Decision

It was resolved to **approve** the Bank Reconciliation showing a balance of £346,174.87 for the period ending 31<sup>th</sup> October 2023 and for the Mayor to sign the reconciliation

- c) To note the Payments Report for September 2023

	<p>Payments of £39,238.21 inc VAT of £5,451.54 for September 2023 were <b>noted</b>.</p> <p>d) To note the Payments Report for October 2023 Payments of £37,699.74 inc VAT of £3,311.78 for October 2023 were <b>noted</b>.</p> <p>e) To note the Receipts Report for September 2023 Receipts of £119,691.01 inc VAT of £2,863.33 for September 2023 were <b>noted</b>.</p> <p>f) To note the Receipts Report for October 2023 Receipts of £23,202.62 inc VAT of £6,405.12 for October 2023 were <b>noted</b>.</p> <p>g) To note the Summary Cost Centre Report as at September 2023. This report shows actuals compared to budget. The report was <b>noted</b>.</p> <p>Although not on the agenda a Cost Centre Report for October 2023 was circulated prior to the meeting.</p>
23/11/08 WTC	<p><b>8 - Woodstock in Bloom</b></p> <p>To consider the following motion proposed by Cllr Grant Seconded by Cllr Manby-Brown</p> <p><u>Motion</u></p> <p>Woodstock Town Council agrees to the purchase of a pair of 100 cm cubed Versailles Planters (from Taylor Made of Coventry) together with compost and Commemorative Plaques for the Coronation of King Charles III at a Total cost of £1,600 from the surplus Coronation budget allowance 23/24 of £3,887</p> <p>After a brief discussion the motion was put to a vote.</p> <p>Cllr Poskitt did not vote on the motion as she had declared an interest.</p> <p>Vote: For 8 Against 0 Abstained 1</p> <p><b>Decision</b></p> <p>It was <b>agreed to approve</b> the purchase of a pair of 100 cm cubed Versailles Planters (from Taylor Made of Coventry) together with compost and Commemorative Plaques for the Coronation of King Charles III at a total cost of no more than £1,600 which is to be funded from the surplus Coronation budget allowance 23/24.</p>
23/11/09 WTC	<p><b>9 - Woodstock and the Royal Park 900 Years Association</b></p> <p>To consider a request from the association for a loan of £2,450 towards the publication of their book on Woodstock Buildings which will be repaid in £500 instalments from the sale of the books.</p> <p>Proposed Cllr Poskitt Seconded Cllr Manby-Brown</p> <p>Due to Cllr Poskitt declaring an interest in this item she withdrew as the proposer. Cllr Grant agreed to propose the motion.</p> <p>After a brief discussion the motion was put to a vote.</p> <p>Cllr Poskitt did not vote on the motion as she had declared an interest.</p> <p>Vote: For 8 Against 0 Abstained 1</p> <p><b>Decision</b></p> <p>It was <b>agreed to approve</b> a loan of £2,450 to Woodstock and Royal Park 900 Years Association on condition that the loan will be repaid in instalments of £500 from the sale of the books.</p>
23/11/10 WTC	<p><b>10 - Flag Pole Maintenance</b></p> <p>To approve the quote from Flags UK for £1,616.66 plus VAT for carrying out maintenance including repainting of the flag pole at the Town Hall. Please note should the pole not require painting then the cost will be £1,416.66 plus VAT.</p> <p><b>Decision</b></p> <p>It was <b>agreed to approve</b> the maintenance of the flag pole to be carried out at a maximum cost of £1,616.66 plus VAT</p>
23/11/11 WTC	<p><b>11 - Grants</b></p> <p>To consider the following motions proposed by Cllr Manson and Seconded by Cllr Manby-Brown.</p> <p>a) <u>Motion</u></p>

	<p>The Grants Working Group recommends that the annual Grant budget be increased to a total of £10,000 which will be allocated in two tranches, each up to £5,000, across the financial year.</p> <p>b) <u>Motion</u></p> <p>The Grants Working Group recommends a review of the application process in terms of time frame and documentation and has provided a proposed schedule, policy and application form for comment.</p> <p><b>Item Deferred</b></p>
23/11/12 WTC	<p><b>12 - Cemetery</b></p> <p>To consider the report (copy provided) and the following motion from Cllr Manby-Brown</p> <p><u>Motion</u></p> <p>To request the Environment Working Group to review the 2008 Cemetery Seat Placement Policy and the 2014 Cemetery Policy, and to present their findings and new Policies to Full Council by the March 2024 meeting.</p> <p>It was <b>agreed</b> for the Environmental Working Group to progress this item.</p>
23/11/13 WTC	<p><b>13 - Traffic Advisory Group</b></p> <p>Cllr Poskitt provided the following update: -</p> <ul style="list-style-type: none"> <li>• The safety barrier work at the Black Prince would be carried out from January to March and this would mean the road being partially closed.</li> <li>• A two-way cycle path beside Bladon Chains is being suggested. This would help cyclist avoid the roundabout.</li> <li>• There is to be a game Fair in July and the traffic issues are being looked into</li> <li>• On Street parking <ul style="list-style-type: none"> <li>○ So far 314 resident permits 184 visitor permits and 38 business permits have been issued. 3 hotel owner permits have been issued but it did seem that hospitality is not taking up the customer permits.</li> <li>○ Average takings per month £7,500</li> <li>○ Displacement did not seem a noticeable problem except perhaps in Brook Hill having 19 cars parked when before 15 parked.</li> </ul> </li> </ul> <p>Cllr M Parkinson pointed out that 4 of the ticket machines seemed permanently out of order with the one outside the museum being extremely tiresome to disabled drivers as this is where most of the disable bays are situated. He said he would report to OCC.</p>
23/11/14 WTC	<p><b>14 - 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 Grant and seconded by Cllr Addis</p> <p><b>Decision</b></p> <p>It was agreed to close the meeting to the public.</p> <p>The recording/filming device was turned off.</p>
23/11/15 WTC	<p><b>15 - Property Report</b></p> <p>a) To approve the Head of Terms for the leasing of the Cobble area</p> <p><b>Decision</b></p> <p>It was <b>agreed to approve</b> the following Heads of Terms for the area known as the Cobbles: -</p> <ul style="list-style-type: none"> <li>• Type of Agreement:- Licence</li> <li>• Annual Rent:- £1,500 in advance</li> <li>• Area: - Within the redline as indicated on the map</li> <li>• Use:- For hospitality only</li> </ul> <p>Conditions: -</p> <ol style="list-style-type: none"> <li>1) All furniture is to stay within red line area and access to the right of way for pedestrians that runs adjacent to the area (shaded blue on map - indicative) is to be kept clear at all times.</li> <li>2) The area is to be regularly cleaned and kept tidy and litter free</li> <li>3) The requirements to maintain and clean etc apply at all times during the term of the agreement including periods when the area is not in use.</li> </ol>

	<p>4) Any flower containers are to be maintained at all times</p> <p>5) All furniture to be removed between 30th November and 31st March</p> <p>a) Requests for specific one off events between 1st November and 31st March to be decided by application for such to the full council</p> <p>Exception to November to March restrictions</p> <p>a) Special Concession: Should the Easter weekend be at the end of March chairs and tables maybe placed in the area for this</p> <p>6) The Council reserves the right to request the removal of the furniture if there is any misuse that effects the public or surrounding area or if there is any default on the agreement.</p> <p>7) Any licence or planning required is the responsibility of the tenant and a copy of any licence or planning consent is to be provided to the council.</p> <p>b) To approve the sealing of the lease for 2 Park Street. Proposed Cllr M Parkinson and seconded by Cllr Grant Cllr Addis did not vote on the item as she had declared an interest. Vote: For 8 Against 0 Abstained 1</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> that the lease for 2 Park Street, Woodstock would be sealed and signed by the Clerk, The Mayor and Cllr M Parkinson. The lease was duly sealed and signed at the meeting.</p>
<p>23/11/16 WTC</p>	<p><b>16 - Staffing</b></p> <p>To approve appointing the Interim Clerk as the Permanent Clerk for Woodstock Town Council. (Heads of Terms of employment provided)</p> <p>Proposed Cllr Bailey and seconded by Cllr Manby-Brown</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> to <b>approve</b> the appointment of Karen Howe as a permanent Clerk to Woodstock Town Council in line with the Heads of Terms provided. Thanks was given to Karen for the work that she has done so far.</p>
<p>23/11/17 WTC</p>	<p><b>17 - Close Meeting</b></p> <p>The meeting closed at 8.05pm</p>