



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: 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 28th November 2023 at 7pm

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

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

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 3

23/11/18 WTC	1 - Apologies for Absence Apologies received from Cllrs Bailey, Bleakley, U Parkinson, Parnes and Spencer-Churchill
23/11/19 WTC	2 - Declarations of Interests Declarations of interest received from: - Cllr Poskitt for Item 4 Planning – Cllr Poskitt is WODC member for Woodstock Cllr Addis for Item 4 Planning – Cllr Addis is Chairperson of the Social Club Cllr Manby-Brown for Item 4 Planning – Cllr Manby-Brown is a member of the Social Club Other Councillors declared that they know the applicant for Planning Item 6.
23/11/20 WTC	3 - Public Speaking and Question Time 2 members of the public addressed the Council Speaker 1 – Addressed the Council to object to the planning application for 1 Upper Brook Hill. They raised concerns about the digging into the bank by 10.5m and the prospect of subsidence for the cottages next to the site. Speaker 2 – Address the Council about their retrospective planning application for a fence. He explained that he was originally informed that he did not need planning permission. He also said that he had removed a large conifer hedge that had become overgrown and replaced it with the fence.
23/11/21 WTC	4 - Planning a) To consider the following applications: - 1) 23/02607/LBC - Social Club 44 Oxford Street Internal and external alterations to replace the existing front door (pertaining to the Woodstock Social Club) and the window above doorway. Alterations to include creating a new doorway on front elevation, along with changes to internal layouts and the replacement and lowering of third floor flooring and ceiling to second floor, to increase head height in third floor bedroom (pertaining to the flat at 44 Oxford Street). 2) 23/03015/HHD - Social Club 44 Oxford Street Alterations to include creating a new doorway on front elevation (pertaining to the flat at 44 Oxford Street). Both of the applications above were discussed at the same time. Decision It was agreed that in the absence of a Conservation report the Council had no objections. 3) 23/02821/FUL - Store 16 Oxford Street Conversion of former retail store building to create a ground floor bedsit and a first floor 2 bed flat together with associated works to include an external stair, insertion of rooflights and modification to existing rooflights. During the discussion concerns were raised about trying to fit 2 dwellings into the space rather than 1 dwelling. Decision It was agreed that the Council had no objections but would comment on the issue of 2 dwellings rather than 1. 4) 23/02843/HHD - 22 Flemings Road Erection of fence (retrospective) Decision

	<p>It was agreed that the Council had no objections</p> <p>5) 23/02875/HHD - 81 New Road Proposed rear and side single storey extension internal alterations and alterations of fenestration</p> <p>During the discussion it was suggested that the council ask WODC to ensure there is a construction management plan.</p> <p>Decision</p> <p>It was agreed that the Council had no objections but would request a construction management plan to protect the neighbours.</p> <p>6) 23/02890/FUL - 1 Upper Brook Hill Construction of a dwelling together with associated works</p> <p>During the discussion it was pointed out that there have been multiple application on the site. This application is out of keeping with the other properties in the area. There also a risk of the building works causing subsidence to neighbouring properties.</p> <p>Decision</p> <p>It was agreed that the Council would object to application and the response will cover the following points: -</p> <ul style="list-style-type: none"> • Not in keeping with the surrounding area and other properties • More suitable locations in Woodstock to build • Concerned about the excavation of the bank with regard to possible subsidence of the neighbouring dwellings. • The previous comments by the Conservation Officer are still relevant to this application.
23/11/22 WTC	<p>5 - Urgent Planning Committee – Membership</p> <p>To agree any additional members for the planning committee.</p> <p>Item Deferred</p>
23/11/23 WTC	<p>6 - Budget 2024/25</p> <p>To discuss the provisional draft budget and any budget bids put forward. To agree any inclusions and changes.</p> <p>The Clerk went through the draft budget with Council. The budget was reviewed line by line.</p> <p>The main points covered were: -</p> <ul style="list-style-type: none"> • Staff Salary would be amalgamated to one line with breakdown of information when required. Pay awards had been taken into account plus 18 hours per week further admin assistance and 10 hours per week for an Environmental Warden. • Election £500 removed as billing from WODC comes in the following financial year • The Civic chain residue budget from 23/24 would be carried over for the Consort chain to be engraved up to date. • Insurance is still ongoing • Town Hall rates to be looked into • Cemetery rates to be queried whether they are charged if the cemetery does not make a profit. • S137 allocation to be considered whether this amount should all be under Grant applications. • Grant to be considered in 2 parts £5000 that would be included in the precept and a further £5000 could be created from the reserves if there is surplus money. • Remove £5000 from Grants and add to playground maintenance • Play Ground allocation to be reviewed • Tree works to be all in one amount wherever the trees maybe. Add £2000 making £10,000 • Grass cutting figure minus St Mary's Church Yard as now under s137 • Town Hall General Maintenance add £200 making £500 • Town Hall shop needs to pay towards electricity • Community Centre tenants need to pay towards electricity • Remove Town Maps £5500 • Due to the income generated from funeral cost being such a variable figure there would be no budget target set and any income will be moved at the end of the year into a maintenance/improvement reserve for the cemetery. • Due to the income generated from weddings being such a variable figure there would be no budget target set and any income will be moved at the end of the year into a maintenance/improvement reserve for the Town Hall. <p>After much discussion it was agreed for suggested changes to the Draft Budget to be presented to the Council at the December meeting for further comment and agreement</p> <p>The Mayor thanked both the Clerk and the RFO for their hard work producing the Draft Budget.</p>

23/11/24 WTC	No Item 7 on the agenda
23/11/25 WTC	<p>8 - 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 by Cllr Manby-Brown and seconded by Cllr Grant</p> <p>Decision</p> <p>It was agreed to close the meeting to the public.</p> <p>The recording/filming device was turned off.</p>
23/11/26 WTC	<p>9 - Civil Claim</p> <p>The Clerk provided an update on the ongoing claim</p>
23/11/27 WTC	<p>Close Meeting</p> <p>The meeting closed at 8.23pm</p>