



Woodstock Town Council

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

To: Members of the Council (Cllrs: Addis, Bailey, Bleakley, Grant, Lamb, Manby-Brown, Manson, M Parkinson, U Parkinson, Parnes, Poskitt, and Spencer-Churchill.)

You are hereby summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 16th January at 7pm.

1.	Apologies for Absence To receive and consider for acceptance apologies for absence.
2.	Declarations of Interests To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
3.	Public Speaking and Question Time <i>This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed</i>
4.	Minutes of Previous Meetings To consider for approval the following Minutes of the Town Council (Minutes provided) a) Minutes of the Town Council Meeting held on 12 th December 2023 b) Minutes of the Extraordinary Town Council Meeting held on 3 rd January 2024
5.	County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors. (WODC report provided)
6.	Mayor's & Clerk's Reports To receive an oral report from the Mayor and from the Clerk
7.	Finance a) To approve and sign the Bank Reconciliation for the period ending 31 st December 2023 (Copy provided) b) To note the Payments Report for December 2023 (Copy provided) c) To note the Receipts Report for December 2023 (Copy provided) d) To note the Summary Cost Centre Report as at 31 st December 2023. This report shows actuals compared to budget. (Copy provided) e) To note the completion of the 2022/23 audit and the external auditors report (Copy provided)
8.	Woodstock Football Club To approve the payment of £1,500 to Woodstock Football Club as a contribution towards the grass cutting costs for 2022 and 2023.
9.	Planning To consider the following applications: - a) 23/03141/HHD – 15 Marlborough Crescent Removal of existing garage and conservatory. Erection of a single storey side extension and construction of front porch b) 23/03065/LBC - 77 Manor Road Internal and external alterations to include the replacement of existing front door, two dormer window casements, and the bow shop window along with roof works to replace the battens and felt with the addition of insulation and to change Stonesfield slate with Cardinal Stonesfield tiles.
10.	Botley West Solar Farm Proposal To received an update and agree how to proceed with the response on the current consultation which is due by the 8 th February 2024.
11.	Restrictive Covenant – 10 Cadogan Park To approve the response to the request regarding the restrictive covenant on 10 Cadogan Park (Report provided)
12.	OWL Step Improvements To review/approve the quotes for new steps in the OWL (Report provided)

13.	<p>Parking Review Comments</p> <p>To receive comments on and/or suggested improvements for the recently introduced parking scheme in Woodstock and agree how to relay these comments/suggestions on to Oxfordshire County Council.</p>
14.	<p>Handover Between Retiring and New Councillors</p> <p>To consider the following motions from Cllr Manby-Brown.</p> <p><u>Background</u></p> <p>The Email for new Councillors worked very well, but in May 2021, when 7 Councillors retired, there was no continuity and no communication between retiring and new Councillors.</p> <p><u>Proposal</u></p> <p>It is proposed that retiring Councillors keep their Email for a period of 3 months after the election, at a cost of £5 per month per person, to help with the transfer of responsibilities. The word Cllr will be removed from their title. It is proposed also to have a new distribution list – eg oldandnewcouncillors@woodstock-tc.gov.uk, and that retiring councillors won't be circulated with Minutes, etc.</p> <p>It is further proposed that new Councillors are provided with business cards, to allow for better communication with the public and other parties.</p> <p><u>Motions</u></p> <p>a) That the Council approves the extension of Emails for a period of 3 months at a cost of £5 per month per Councillor.</p> <p>b) That the Council approves the purchase of business cards for Councillors and staff at a maximum cost of £250. Proposed by Cllr N Manby-Brown, seconded by Cllr M Manson</p>
15.	<p>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>
16.	<p>Property Management Contract</p> <p>To consider the recommendations in the report regarding the future management of council's properties. (Copy provided)</p>
17.	<p>Civil Claim</p> <p>To receive an oral update on the ongoing Civil Claim</p>
18.	<p>Close Meeting</p>

Signed:

Meeting called by Karen Howe – Clerk for Woodstock Town Council

Dated: 10th January 2024