



AGENDA PACK

Town Council Meeting 16th January 2024

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|----------------|---|
| Agenda Item 4 | a) Draft Minutes 12 th December 2023
b) Draft Minutes 3 rd January 2024 |
| Agenda Item 2 | Report from WODC Councillors |
| Agenda Item 7 | a) Bank Reconciliation
b) Payments List
c) Receipts List
d) Cost Centre Report
e) External Auditor Report |
| Agenda Item 11 | 10 Cadogan Park Report
Copy of Land Register
Copy of Title Plan |
| Agenda Item 12 | OWL Steps Quotes |
| Agenda Item 16 | Property Report not included as confidential |



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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 12th December 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) and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 4

23/12/01 WTC	1 - Apologies for Absence Apologies received from Cllrs Bailey, Bleakley and U Parkinson Cllrs Parnes and Spencer-Churchill were not in attendance Cllr M Parkinson arrived at 7.05pm
23/12/02 WTC	2 - Declarations of Interests Declarations of interest received from: - Cllr Poskitt for Item 7 Planning – Cllr Poskitt is WODC Member for Woodstock
23/12/03 WTC	3 - Public Speaking and Question Time 2 members of the public addressed the Council Speaker 1 – Spoke on the Solar Farm application and urged the Council to be proactive in identifying and to securing benefits for Woodstock regardless of WTC opinion on the application. There is no government process to ensure community benefits are secured. Any requests for benefits/improvements for Woodstock have to be requested during the application process and not afterwards as once the project is agreed there is no mechanism to negotiate any benefits afterwards. Speaker 2 - Remarked that the consultation sessions had not been well attended to date and asked that the Council encouraged better attendance.
23/12/04 WTC	4 - Minutes of Previous Meetings To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on 10 th October 2023 Decision The minutes of 10 th October 2023 were approved with amendments as a true record of the meeting. b) Minutes of the Extraordinary Town Council Meeting held on 24 th October 2023 Decision The minutes of 24 th October 2023 were approved with amendments as a true record of the meeting. c) Minutes of the Town Council Meeting held on 14 th November 2023 Decision The minutes of 14 th November 2023 were approved with amendments as a true record of the meeting. d) Minutes of the Town Council Meeting held on 28 th November 2023 Decision The minutes of 28 th November 2023 were approved with amendments as a true record of the meeting. The approved minutes were signed by the Mayor.
23/12/051 WTC	5 - County and District Councillors' Report To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> OCC Cllr Andy Graham sent his apologies and had asked the Mayor to convey the following 3 points: - 1) The new timetable for the S7 bus had been completed and would start in January. It has been confirmed the buses would use the Wootton turning circle and would no longer use the town centre to turn. 2) Library discussion is progressing well. 3) The Woodstock parking scheme has now been in place for 6 months and Cllr Graham requested comments/complaints to be sent to him by Christmas. Cllr Grant: said she thought this was a very tight timescale

	<p>Cllr M Parkinson requested that the Clerk contact Cllr Graham to ask for an extension to mid-January.</p> <p>It was agreed that the Clerk would contact Cllr Graham to request more time.</p> <p><u>WODC Report</u></p> <p>WODC Cllr Cooper offered to take questions on the report. No questions were asked.</p> <p>Cllr Poskitt provided an update on the following planning applications: -</p> <ul style="list-style-type: none"> • The Appeal for 10 Glovers Close had been dismissed • The application for 19 Park Lane had been approved by WODC <p>The Mayor asked Cllr Cooper if he wanted to report on the Publica situation.</p> <p>Cllr Cooper replied that there was a cost worry that would be looked at and reviewed over the next few months and Cllr Poskitt said that as several Councils were pulling out of the Publica contract WODC would be looking into cost very carefully but had little choice but to pull out from aspects the contract.</p>
23/12/06 WTC	<p>6 - Mayor's & Clerk's Reports</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 informed the meeting of the following: -</p> <ol style="list-style-type: none"> a) The first monthly newsletter had been electronically circulated and he hoped this would grow and include information/calendar of events on 'What's on in the Town' b) On Friday 22nd December he would be hosting Christmas drinks in the Parlour for the Staff and asked Councillors to join them. <p><u>Clerk's Report</u></p> <p>The Clerk informed the meeting of the following: -</p> <ol style="list-style-type: none"> a) That WTC had received a freedom of information request asking how much the Council had spent on Christmas Lights and Leisure b) That the mid-year internal audit would be carried out tomorrow on Wednesday 13th December.
23/12/07 WTC	<p>7 - Planning</p> <p>To consider responses to the following planning applications: -</p> <ol style="list-style-type: none"> a) 23/02890/FUL - 1 Upper Brook Hill - Construction of a dwelling together with associated works. The Clerk read out the Conservation Officer response and asked if the Council wished to remove their objection based on the new information supplied. It was agreed unanimously that the Council objections to the application still stood. b) 23/03048/HHD - Vine Cottage 125 Manor Road - Conversion of part of garage to create studio/gym It was agreed that the Council has no comments and would submit a no objection response to the application c) 23/02970/HHD – Beau Bay 5 Taylors Close - Conversion of loft to create additional living space, to include insertion of two front dormer windows It was agreed that the Council has no comments and would submit a no objection response to the application
23/12/08 WTC	<p>8 - Finance</p> <ol style="list-style-type: none"> a) To approve and sign the Bank Reconciliation for the period ending 30th November 2023 Decision It was resolved to approve the Bank Reconciliation showing a balance of £329,518.89 for the period ending 30th November 2023 and for the Mayor to sign the reconciliation b) To note the Payments Report for November 2023 Payments of £28,862.22 inc VAT of £3,737.95 for November 2023 were noted. c) To note the Receipts Report for November 2023 Receipts of £4,803.87 which included VAT of £460.00 for November 2023 were noted. d) To note the Summary Cost Centre Report as at 30th November 2023. The report was noted.
23/12/09 WTC	<p>9 - Budget 2024/25</p> <ol style="list-style-type: none"> a) To approve the Budget for 2024/25 (Copy of Budget provided) During the discussion it was agreed to move the £400 Stamp Budget to the Office & Stationery Budget. Also, during the discussion Cllr M Parkinson requested 2 further amendments to the budget: -

	<p>1) To double the Christmas Lights Budget from £10,000 to £20,000. Cllr M Parkinson felt the Council needed to improve the seasonal light display as he had received much complaint regarding this year's display. Cllr M Parkinson stressed he did not wish to raise the precept to achieve this increase.</p> <p>2) To amalgamate all items shown under the S137 section of the budget to one single heading of Grants.</p> <p>The second amendment which was to amalgamate the S137 items was voted on first. Proposed by Cllr M Parkinson Seconded by Cllr Grant Vote For: 4 Against: 3 Abstained: 0</p> <p>The first amendment which was to increase the Christmas Light Budget was discussed further. Due to there being no obvious place from which to vire the money. Cllr Grant suggested that at each quarter budget review any underspend identified at the review be considered for adding to the Christmas Lights Budget. Cllr M Parkinson agreed with this suggestion.</p> <p>Decision It was agreed unanimously to consider that any underspends identified during the 2024/25 budget reviews may be added to the Christmas Light Budget.</p> <p>b) To approve the Precept for 2024/25 Proposed Cllr M Parkinson Seconded by Cllr Addis</p> <p>Decision It was agreed unanimously to set the precept for 2024/2025 at £149,000</p>
23/12/10 WTC	<p>10 - Standing Orders After a brief discussion the following motion was put to a vote. <u>Motion</u> To approve the deletion of paragraphs 9a & 9b and for them to be replaced with the following paragraph: The deadline for requesting an item to be put on the agenda, together with motion and reports is 12 noon, 5 working days prior to the meeting date. (as our meetings are usually on a Tuesday this would result in the Tuesday before) Proposed by Cllr Manby-Brown Seconded by Cllr Grant Vote For: 7 Against: 0 Abstained: 0</p> <p>Decision It was agreed to the deletion of paragraphs 9a & 9b and for them to be replaced with the following paragraph: The deadline for requesting an item to be put on the agenda, together with motion and reports is 12 noon, 5 working days prior to the meeting date. (As WTC meetings are usually on a Tuesday this would result in the Tuesday before)</p>
23/12/11 WTC	<p>11 - Grants <u>Motion</u> 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. (Documents provided) Cllr Manson introduced the item and after a discussion the following amendments were suggested: -</p> <ul style="list-style-type: none"> a) The Grants Policy amendments: - <ul style="list-style-type: none"> • Point 3. change the word expects to requires • Remove the word aid and replace with awards b) The Grant Schedule amendments: - <ul style="list-style-type: none"> • Change the notification time line 1 week to 2 weeks • Change the payment time line from 2 weeks to 3 weeks c) The Application Form: - <ul style="list-style-type: none"> • No suggested amendments <p>All amendments were unanimously agreed and the motion with the above amendments was put to a vote. Proposed by Cllr Manson Seconded by Cllr M Parkinson</p> <p>Decision It was agreed unanimously that WTC agrees to adopt the Grants Policy, Grant Schedule 2024/25 and Application Form with the agreed amendments for the processing of grant applications to Woodstock Town Council.</p>
23/12/12 WTC	<p>12 - Christmas Opening Hours</p>

	<p>To agree to the closing of the Town Hall office for the Christmas break. It is proposed to close the office from 12 noon on Friday 22nd December and to re-open at 9am on Wednesday 3rd January.</p> <p>During the discussion it was explained that although the office would be closed that the Town Council would still be contactable via telephone and email during this time.</p> <p>Decision</p> <p>It was agreed unanimously to close the Town Hall office between 12 noon on Friday 22nd December 2023 and 9am on Wednesday 3rd January 2024</p>
23/12/13 WTC	<p>13 - 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 M Parkinson and seconded by Cllr Addis</p> <p>Decision</p> <p>It was agreed unanimously to close the meeting to the public.</p> <p>The recording/filming device was turned off</p>
23/12/14 WTC	<p>14 - Civil Claim</p> <p>The Clerk provided an oral update on the current civil claim</p>
23/12/15 WTC	<p>15 - Close Meeting</p> <p>The meeting closed at 8.22pm</p>



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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 an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Wednesday 3rd January 2024 at 7pm

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

In Attendance: None

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 0

24/01/01 ETC	1 - Apologies for Absence Apologies received from Cllrs Bailey, Manson and U Parkinson Cllrs Bleakley, M Parkinson, Parnes, and Spencer-Churchill were not in attendance.
24/01/02 ETC	2 - Declarations of Interests Declarations of interest received from: - Cllr Poskitt for Item 4 Planning – Cllr Poskitt is WODC Member for Woodstock
24/01/03 ETC	3 - Public Speaking and Question Time There were no members of the public to address the Council
24/01/04 ETC	4 - Planning Applications To consider the following applications: - <ol style="list-style-type: none">23/02956/HHD - 7 Cadogan Park Demolition of existing single storey side and rear extension and rear conservatory. Erection of a single storey rear and side extension and two storey rear and side extension with proposed dormer windows, alterations to fenestration and associated external and internal alterations. This application was withdrawn prior to the meeting so was not discussed.23/03168/HHD - 34 Westland Way Installation of a glazed roof lantern within flat roof of existing garage (part retrospective) It was agreed that the Council has no objection to the application.23/03268/HHD - 17 Green Lane Change of external materials to dwelling house and detached garage (retrospective) It was agreed that the Council has no objection to the application.
24/01/05 ETC	Close Meeting The meeting closed at 7.04pm

Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday January 16th 2024

Firstly, we should like to wish a very happy 2024 to you all. May it be enjoyable successful and become peaceful – even if it does not seem so at present.

Not surprisingly for this time of year, there is not a great deal to report on WODC activity. Locally we have been lucky in that the bad weather has not flooded homes although many rivers and fields and even gardens are showing how wet it has been. Other parts of West Oxfordshire have been significantly affected but hopefully by the time you read this some days without rain may have enabled water levels to fall.

Bin collections

Bin collections will be back on their usual days in the week beginning January 15th. If you wish to dispose of your Christmas trees with your garden waste, garden waste collections have now resumed and trees will be collected on garden waste collection days between January 9th and January 22nd 2024. If you leave your tree out with other recyclables, it should be collected *even if you do not have a garden waste contract*. Obviously remove all decorations, fairy lights and tree stands first. Larger trees should be reduced to 1-metre lengths or shorter to make it easier for bin-lorry crews to manage them. Real Christmas trees, along with excess recycling and rubbish created over the Christmas break, can also be taken to one of Oxfordshire's local Household Waste Recycling Centres.

Local Markets

WODC commissioned Wild Property Consultants to review the local markets in the larger towns: Witney, Chipping Norton and Carterton. Stalls and customers have been declining over recent years. The vision for West Oxfordshire, as laid out in the 2023-2027 Council plan, is to build a district with thriving local economies and vibrant town centres. The Council recognises the crucial role its outdoor markets play in this and hopes that by improving its markets and attracting more visitors, it will boost financial growth for town centres, create more job opportunities, and ensure stronger, happier communities. Council is currently considering and enacting recommendations for the Report. The Marriotts Walk (recently bought by WODC) Christmas Market was a resounding success with 59% surge in footfall compared to the same weekend the previous year and a remarkable 70% increase in town centre footfall from the previous week. Overall, this translated to an additional 15,000 visitors over the three-day period.

WODC aims to reinvigorate town centres and entice visitors back by providing markets with a wider variety of stalls and with a vibrant atmosphere. This is a collaborative process. Working together with town partnerships and existing stallholders will be crucial to achieving this shared vision. These markets are in larger towns and with higher population than Woodstock but the Farmers' Market in this town does attract people from outside. Maybe WTC should consider how to promote it further.

Botley West Solar 'Farm'.

The Botley West Solar Farm is a national level proposal being brought forward by a private developer. Because of its size the Planning Inspectorate and Secretary of State will make the decision on whether it is approved. The Council has previously expressed its disappointment that the proposal will by-pass the local planning process, limiting input and decision-making at the local level. Currently Council is in the process of engaging in the current consultation; forming a view on the adequacy of consultation undertaken by the developer; preparing representations about the proposal for submission to the Planning Inspectorate; and preparing a Local Impact Report to submit at the appropriate time.

We hope you have had opportunity to visit one of the public consultation displays over recent weeks. Now is the opportunity to express your views on various aspects of the proposal:

- Whatever your views on the proposal, has the consultation been adequate both in opportunity to learn what is planned and in usefulness of the exhibitions in showing what is planned and in answering queries you may put to those manning the consultations?
- Whether or not you approve of the project, it is realistic to realise that if the project is approved, it is too late then to start suggesting how it might be made more acceptable to local residents. What measures might mitigate the effects of the Solar Farm? Now is the time to state these as it will be far too late to start suggesting things once the application is approved.
- What are your views on the project? Again now is probably the time for residents to be giving their informed views. Closing date for these comments is February 8th.

Expressing your views to Botley West developers is important but we need to know them as well. Let WODC know your views: communications@westoxon.gov.uk or to andrew.thomson@westoxon.gov.uk

WODC's Development Control Committee will be discussing the project at a meeting 10am on February 5th.

WODC Cllrs Julian Cooper & Elizabeth Poskitt

Woodstock Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/12/2023		
	Cash in Hand 01/04/2023		275,553.61
	ADD Receipts 01/04/2023 - 31/12/2023		336,489.98
	SUBTRACT Payments 01/04/2023 - 31/12/2023		612,043.59
			251,520.42
	Cash in Hand 31/12/2023 (per Cash Book)		360,523.17
B	Cash in hand per Bank Statements		
	Petty Cash 30/11/2023	0.00	
	Lloyds Corporate Card 30/11/2023	-160.75	
	CCLA Public Sector Deposit Fund 30/11/2023	80,000.00	
	Instant Access Account (WODC RE 30/11/2023	173,482.01	
	Unity Trust 30/11/2023	107,201.91	
			360,523.17
	Less unrepresented payments		
			360,523.17
	Plus unrepresented receipts		
	Adjusted Bank Balance		360,523.17
	A = B Checks out OK		

Woodstock Town Council
PAYMENTS LIST

Voucher	Cost Code	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
380	101 4022	Office Equipment & St	01/12/2023	Unity Trust	Copier Contract Ren	CF Corporate Finance	S	220.00	44.00	264.00
377	305 4214	CC Insurance & Rates	01/12/2023	Unity Trust	Rates 2023/24	West Oxfordshire District	X	77.00		77.00
378	101 4211	Rates	01/12/2023	Unity Trust	Rates 2023/24	West Oxfordshire District	X	51.00		51.00
379	101 4211	Rates	01/12/2023	Unity Trust	Rates 2023/24	West Oxfordshire District	X	52.00		52.00
408	310 4110	Fee Park Street	05/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	380.25	76.05	456.30
408	310 4120	Fee Market Street	05/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	761.80	152.36	914.16
										1,370.46
401	101 4022	Office Equipment & St	05/12/2023	Lloyds Corp	Land Registry Title	Land Registry	X	3.00		3.00
402	101 4022	Office Equipment & St	05/12/2023	Lloyds Corp	Land Registry Title	Land Registry	X	3.00		3.00
390	301 4212	TH Insurance & Rates	07/12/2023	Unity Trust	Rates 2023/24	West Oxfordshire District	X	992.00		992.00
392	101 4000	Staff Wages	08/12/2023	Unity Trust	Payroll Services	KBDR Chartered Accoun	S	50.00	10.00	60.00
393	101 4022	Office Equipment & St	08/12/2023	Unity Trust	Copier Usage	Thames Valley Copiers	S	25.07	5.02	30.09
391	101 4070	Computer System & IT	08/12/2023	Unity Trust	Email & Citrix Hostin	Microshade Business Co	S	248.81	49.77	298.58
389	101 4077	HR Consultants	08/12/2023	Unity Trust	HR Support	Peninsula Business Serv	S	145.20	27.42	172.62
394	101 4077	HR Consultants	14/12/2023	Unity Trust	HR Support	Peninsula Business Serv	S	129.74	24.51	154.25
395	101 4000	Staff Wages	18/12/2023	Unity Trust	PAYE	HMRC	X	930.42		930.42
396	101 4000	Staff Wages	18/12/2023	Unity Trust	Pensions	OCC Pension Fund	X	643.26		643.26
397	101 4000	Staff Wages	18/12/2023	Unity Trust	Staff Wages	RP	X	1,778.21		1,778.21
398	101 4000	Staff Wages	18/12/2023	Unity Trust	Staff Wages	IW	X	820.76		820.76
399	101 4000	Staff Wages	18/12/2023	Unity Trust	Staff Wages	KH	X	1,282.61		1,282.61
403	101 4000	Staff Wages	20/12/2023	Lloyds Corp	Staff Christmas Gift	The Back Lane Tavern	X	30.00		30.00
404	101 4000	Staff Wages	20/12/2023	Lloyds Corp	Staff Christmas Gift	Woodstock Butchers	X	60.00		60.00
405	101 4000	Staff Wages	21/12/2023	Lloyds Corp	Staff Christmas Gift	Brothertons Brasserie	X	30.00		30.00
406	101 4000	Staff Wages	21/12/2023	Lloyds Corp	Staff Christmas Gift	The Star	X	30.00		30.00
407	101 4059	Bank Charges	27/12/2023	Lloyds Corp	Bank Charges	Lloyds Bank Corporate C	X	3.00		3.00
410	201 4401	Lawn Cemetery	28/12/2023	Unity Trust	Water Lawn Cem	Castle Water	E	234.65		234.65
409	310 4110	Fee Park Street	28/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	169.00	33.80	202.80
409	310 4120	Fee Market Street	28/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	702.43	140.49	842.92
409	310 4140	Fees Community Cent	28/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	641.56	128.32	769.88
409	310 4215	Maintenance Park Stre	28/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	260.00	52.00	312.00
409	310 4215	Maintenance Park Stre	28/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	80.00	16.00	96.00
409	310 4215	Maintenance Park Stre	28/12/2023	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	50.00		50.00
										2,273.60
412	101 4059	Bank Charges	29/12/2023	Unity Trust	Bank Charges	Unity Trust	X	0.30		0.30
411	101 4059	Bank Charges	31/12/2023	Unity Trust	Bank Charges	Unity Trust	X	48.30		48.30
Total								10,933.37	759.74	11,693.11

Woodstock Town Council
RECEIPTS LIST

Voucher	Cost Code	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
196	301 1005	TH Daily/Commercial Lettings	01/12/202	Unity Trus	Town Hall Booking	Woodstock Lite	E	17.50		17.50
195	305 1006	CC Daily/Commercial Lettings	04/12/202	Unity Trus	Community Centre Bc	Stroke Club	E	6.00		36.00
202	101 1200	Interest Received	04/12/202	Unity Trus	Account Interest	Public Sector D	X	323.04		323.04
203	101 1200	Interest Received	04/12/202	Unity Trus	Account Interest	Public Sector D	X	22.99		22.99
199	301 1005	TH Daily/Commercial Lettings	05/12/202	Unity Trus	Town Hall Booking	Blooming Well t	E	14.00		70.00
219	310 1110	Rent Park Street	05/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	S	1,300.00	260.00	1,560.00
219	310 1110	Rent Park Street	05/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	1,625.00		1,625.00
219	310 1120	Rent Market Street	05/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	1,050.00		1,050.00
219	310 1120	Rent Market Street	05/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	3,810.00		3,810.00
219	310 1120	Rent Market Street	05/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	S	1,000.00	200.00	1,200.00
219	310 4150	Fees Bowls & Tennis Club	05/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	36.00		36.00
										9,281.00
200	305 1006	CC Daily/Commercial Lettings	06/12/202	Unity Trus	Community Centre Bc	Zumba	E	21.00		84.00
201	305 1006	CC Daily/Commercial Lettings	06/12/202	Unity Trus	Community Centre Bc	Tai Chi	E	100.00		145.00
205	305 1006	CC Daily/Commercial Lettings	08/12/202	Instant Ac	Community Centre Bc	Counter Contex	E	160.00		160.00
204	310 4110	Fee Park Street	08/12/202	Unity Trus	Rent Post Office	Freeths	S	6,973.37	1,394.67	16,713.36
207	401 1100	Wedding Income	12/12/202	Unity Trus	Wedding Payment	Private Booking	E	300.00		300.00
208	305 1006	CC Daily/Commercial Lettings	13/12/202	Unity Trus	Community Centre Bc	Woodstock Soli	E	14.00		70.00
210	401 1100	Wedding Income	13/12/202	Unity Trus	Wedding Payment	Private Booking	E	21.00		21.00
209	201 4420	Watermeadows Maintenance	13/12/202	Unity Trus	Inv Overpayment	Turney Ground	X	453.60		453.60
211	301 1005	TH Daily/Commercial Lettings	14/12/202	Unity Trus	Town Hall Booking	Yoga	E	21.00		105.00
212	301 1005	TH Daily/Commercial Lettings	18/12/202	Unity Trus	Town Hall Booking	Britannia Naval	E	60.00		69.00
213	301 1005	TH Daily/Commercial Lettings	20/12/202	Unity Trus	Town Hall Booking	Private Booking	E	140.00		203.00
214	301 1005	TH Daily/Commercial Lettings	20/12/202	Unity Trus	Town Hall Booking	Blenheim Palac	E	42.00		42.00
213	503 4996	Damaged Deposit	20/12/202	Unity Trus	Town Hall Booking	Private Booking	X	150.00		150.00
215	201 1151	Cemetery Income	21/12/202	Unity Trus	Cemetery Interment	Jerrams Ltd	X	326.00		326.00
216	301 1005	TH Daily/Commercial Lettings	22/12/202	Unity Trus	Town Hall Booking	Private Booking	E	80.00		230.00
217	301 1005	TH Daily/Commercial Lettings	28/12/202	Unity Trus	Town Hall Booking	Private Booking	E	36.00		36.00
220	310 1110	Rent Park Street	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	S	1,300.00	260.00	1,560.00
220	310 1120	Rent Market Street	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	1,050.00		1,050.00
220	310 1120	Rent Market Street	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	1,270.00		1,270.00
220	310 1120	Rent Market Street	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	S	1,000.00	200.00	1,200.00
220	310 1120	Rent Market Street	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	S	2,083.33	416.67	2,500.00
220	310 1140	Rent Community Centre	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	1,162.50		1,162.50
220	310 1140	Rent Community Centre	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	1,220.00		1,220.00
220	310 1140	Rent Community Centre	28/12/202	Unity Trus	Monthly Rent- B&B	Breckon & Brec	X	2,552.50		2,552.50
										12,515.00
221	201 1151	Cemetery Income	28/12/202	Unity Trus	Cemetery Interment	Tonks Brothers	E	132.00		132.00
218	101 1200	Interest Received	31/12/202	Instant Ac	Account Interest	Unity Trust	X	1,193.65		1,193.65
								39,967.80	2,731.34	42,699.14

Section 3 - External Auditor Report and Certificate 2022/23

In respect of **Woodstock Town Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

We identified during our review of the Annual Governance and Accountability Return that boxes 4 and 6 of the prior year (2021-22) on Section 2 - Accounting Statements were restated. In reviewing the 2022-23 return we note that the prior year figures have not been marked as 'Restated' to bring it to the attention of the reader, which is a breach of proper practices and as a result a 'No' response should have been provided at assertion 3 on the 2022-23 Governance Statement. As the figures for the 2023 year are correctly stated we do not believe this should impact the 2023-24 return.

The Council have not been able to provide a bank reconciliation or a reconciliation between Box 7 and 8 that agrees to the Section 2 Accounting Statements. Therefore, we are unable to verify these figures or verify that the Accounting Statements have been prepared correctly on the correct basis in line with the Accounts and Audit Regulations 2015. We would have therefore also expected Assertion 1 on Section 1 Annual Governance Statement to have been answered 'No'.

The Council answered 'No' to Box 11b of Section 2 of the AGAR however this is inconsistent with the answer given in Box 11a of Section 2 and the Annual Internal Audit Report. The Council is not a Trustee therefore Section 2 should have been completed with a 'N/A' response.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR Section 1 Annual Governance Statement was initially submitted without a date or minute reference for the approval at a meeting of the authority. This was later resubmitted with the missing information provided. The parish council should in future ensure that all of the necessary boxes have been filled appropriately.

The AGAR Section 2 Statement of Accounts shows an £8 difference when comparing Box 10 to the actual loan balance as at the year end. When inputting the numbers for the Return care should be taken to ensure the Return reflects evidence correctly.

Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

Incomplete information was provided with the intermediate testing supporting data submitted for review with regards to bank statements. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name



External Auditor Signature

A handwritten signature in dark ink, appearing to read 'Moore', written over a light blue grid background.

Date

27/09/2023

Review of the Restrict Covenant on 10 Cadogan Park

Background

Woodstock Town Council has received the following request (extraction from letter): -

Property: 10 Cadogan Park Woodstock Oxfordshire OX20 1UW

We are acting on behalf of proposed Buyers of the above property. The property is subject to a covenant which was imposed in 1957 by Woodstock Corporation. We understand that your Council is the Successor in Title to Woodstock Corporation, but would be grateful if you could please confirm this.

We attach a copy of the Title Registers and plan for the property and would refer you to Entry Number 2 of the Charges Register and Entry 2 of the Schedule of Restrictive Covenants, particularly clause (d) thereof which provides that the consent is required to any alterations or extensions to the property.

Our Clients are purchasing the property with the intent of extending and re-modelling the property, for which Planning Consent and Building Regulation Approval will be required. We do however note that under the above clause approval by the Planners/Building Control is not to be deemed as approval for this purpose.

We would be grateful if you could please advise us as soon as possible of your criteria for granting consent for alterations/extensions to the property.

Our Clients do not wish to go to the expense of purchasing property and then finding out that consent cannot be obtained. However, they are not yet able to provide you with full plans for approval as these are still in the process of being prepared.

You will note that this Conveyance refers to land coloured pink on the plan attached thereto. Unfortunately, the Land Registry did not retain a copy of that plan so we cannot see the exact extent of land affected. Are you able to supply with a full copy that Conveyance and plan?

Your early response would be greatly appreciated as our Clients are hoping to proceed to exchange on the purchase of this property before very long.

The title deed and plan are attached to this report.

I have received conflicting advice on the issue of if Woodstock Town Council (WTC) is the successor in title to Woodstock Corporation.

Oxfordshire County Council (OCC) solicitor advised the following: -

Following the local government reforms in the early 1970s West Oxfordshire District Council was formed from several borough Councils (eg Woodstock, Chipping Norton). "Corporation" was how those Borough Councils were known in legal documents.

I suspect therefore that the rights here actually passed to WODC

On informing the purchasers solicitor of the above I was informed that West Oxfordshire District Council (WODC) had advised them that it was WTC responsibility

This is not the first time a request has been received for a similar issue, in 1993 WTC provided the response attached to this report.

Due to the uncertainty of who is legally responsible for approving the request I am seeking approval to send the following response to allow for the owners of the property to carryout any works as long as the works are in accordance with any planning permission requirements.

The Council are therefore asked to approve the following response: -

Woodstock Town Council as Successors in Title to Woodstock Corporation, the Vendor in a Conveyance dated 29 May 1957 and made between Woodstock Corporation (1) William Tinlin Pool (2) hereby consent to any future extensions and alterations which are planned to be carried out to the property provided that the works are carried out in accordance with plans which are approved by West Oxfordshire District Council planning.

Previous Town Council Response

Woodstock Town Council

Town Clerk
Mrs. Marian Moxon



The Town Clerk's Office,
The Town Hall,
Woodstock, Oxford OX7 1SL
Telephone: Woodstock 811216

MM/VR

16th July 1993

Mr P K Tollett
Henmans - Solicitors
6 Oxford Street
Woodstock
OX20 1TW

Dear Mr Tollett

10 Cadogan Park, Woodstock

Further to your letter of the 14th July 1993 I write to confirm that two previous Planning Applications have been received for this property; 0389/87 Shower Room Extension and 2310/89 First Floor Extension to form bedrooms. Both of these Planning Applications were received by Woodstock Town Council and whilst I have no record of permission being obtained under the terms of the Conveyance I confirm that the Town Council would not, retrospectively, wish to make any objections.

Yours sincerely

Marian Moxon
Town Clerk

These are the notes referred to on the following official copy

The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 01 February 2023 shows the state of this title plan on 01 February 2023 at 11:26:45. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

This title is dealt with by the HM Land Registry, Gloucester Office .

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H.M. LAND REGISTRY		TITLE NUMBER	
		ON163000	
ORDNANCE SURVEY PLAN REFERENCE	SP4416	SECTION G	Scale 1/1250 Enlarged from 1/2500
COUNTY OXFORDSHIRE	DISTRICT WEST OXFORDSHIRE	© Crown copyright 1985	





Official copy of register of title

Title number ON163000

Edition date 02.03.2023

- This official copy shows the entries on the register of title on 02 Mar 2023 at 09:41:18.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 02 Mar 2023.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry Gloucester Office.

A: Property Register

This register describes the land and estate comprised in the title.

OXFORDSHIRE : WEST OXFORDSHIRE

- 1 (25.11.1993) The Freehold land shown edged with red on the plan of the above Title filed at the Registry and being 10 Cadogan Park, Woodstock, (OX20 1UW).
- 2 (25.11.1993) There are excluded from this registration the mines and minerals and the ancillary rights reserved by the Conveyance thereof dated 14 April 1924 referred to in the Charges Register in the following terms:-

Reserving nevertheless to the Duke and the Marquess and their successors in title all coal iron stone sand sandstone gravel clay and other mines and minerals in under or upon the land hereby assured with full liberty and power at all times to enter upon the said land or any part thereof to search for dig raise make merchantable and carry away the said coal ironstone sand sandstone gravel clay and other mines and minerals without leaving any support for the surface of the said land and to do all such things in under upon through or over the said land or any part thereof as may be necessary or convenient for all or any of the purposes aforesaid making from time to time nevertheless to the Purchasers their heirs and assigns and their Lessees and Tenants reasonable and adequate compensation for all damage thereby done or occasioned to the said land or any buildings thereon.

- 3 (25.11.1993) The land has the benefit of the following rights granted by the Conveyance dated 29 May 1957 referred to in the Charges Register:-

"TOGETHER with full and free right and liberty for the Purchaser and his successors in title owners or occupiers for the time being of the property hereby conveyed and his under tenants and servants (a) in common with the Vendors and all other persons for the time being having the like right at all times and for all purposes with or without horses carts carriages motor cars and other vehicles mechanically propelled or otherwise to pass and repass over and along the estate road delineated on the said plan and thereon marked "Estate Road" leading from the property hereby conveyed into the main road leading from Woodstock to Oxford and over the piece of land lying between the property hereby conveyed and the said Estate road (b) to lay and maintain water and gas pipes drains and electric cables under and to construct entrance ways

A: Property Register continued

suitable for vehicular traffic in position to be agreed with the Vendors' Surveyor over the said piece of land lying between the property hereby conveyed and the said estate road."

NOTE: The "Estate Road" referred to is now known as Cadogan Park.

- 4 (25.11.1993) The Conveyance dated 29 May 1957 referred to above contains the following provision:-

"IT IS HEREBY AGREED AND DECLARED that the Purchaser and his successors in title shall not be or become entitled to any right of light or air to the property hereby conveyed which would prejudicially affect the user by the Vendors or their successors in title of any adjoining or neighbouring land of the Vendors for building or other purposes and that the Vendors shall have and have the right to modify waive or release any covenants restrictions and stipulations relating to any adjoining or neighbouring land now or hereafter belonging to the Vendors whether imposed or entered into before or at the same time as or after the date hereof and whether they are identical with the provisions herein contained or not and that the Vendors shall not in any way be bound by the plotting or general scheme or development of any of their adjoining or neighbouring land as may be shown on any plans prepared by the Vendors in regard to their said adjoining land and that the Vendors may from time to time alter such plotting any scheme of development in such manner as the Vendors may think fit."

B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

Title absolute

- 1 (25.11.1993) PROPRIETOR: BARBARA DIANA PIX of 52 Brookhill, Woodstock, Oxford, OX20 1UW.
- 2 (25.11.1993) The Transfer to the proprietor contains a covenant to observe and perform the covenants in the Conveyance dated 14 April 1924 referred to in the Charges Register and of indemnity in respect thereof.

C: Charges Register

This register contains any charges and other matters that affect the land.

- 1 (25.11.1993) A Conveyance of the land in this title and other land dated 14 April 1924 made between (1) Edward Warmald (2) The Most Noble Charles Richard John Duke of Marlborough and The Right Honourable John Albert Edward William Spencer Churchill and (3) Harold Alfred Ryder and others (Purchasers) contains covenants details of which are set out in the Schedule of restrictive covenants hereto.
- 2 (25.11.1993) A Conveyance of the land in this title dated 29 May 1957 made between (1) Woodstock Corporation (Vendor) and (2) William Tinlin Pool (Purchaser) contains covenants details of which are set out in the schedule of restrictive covenants hereto.

Schedule of restrictive covenants

- 1 The following are details of the covenants contained in the Conveyance dated 14 April 1924 referred to in the Charges Register:-
- THE Purchasers and each of them covenant with the Duke and the Marquess their successors in title and assigns so as to bind as far as possible the hereditaments hereby assured into whomsoever hands the same may come in manner following that is to say:-
- (1) The portion of the said land fronting to the road leading from

Schedule of restrictive covenants continued

Oxford to Woodstock is to be used for the erection of dwellinghouses which shall consist of good class residences of brick and tile roofs and shall be finished in a good substantial and workmanlike manner at a cost at market price for materials and labour as at the date hereof of not less than one thousand pounds for each dwellinghouse and the outbuildings thereto and the plans and positions thereof shall before the commencement of the erection of each such dwellinghouse be approved by the Duke and the Marquess or their Surveyor or Agent And will not erect on the frontage the said land to the said road any messuage dwellinghouse or buildings other than as aforesaid And will not use the said land hereby conveyed or any part thereof within Two hundred foot of the said road or any buildings thereon otherwise than for private residential purposes but so that this shall not prohibit a duly qualified medical practitioner from using any such dwellinghouse or buildings as his professional residence if and so long as the same be furnished and kept and used so as to appear from the outside as if it were being used only as a private dwellinghouse (except that a name plate may be affixed thereto) and if and so long as no lunatic or other patient be received to reside therein And will not erect any factory or other building to be used for business purposes within two hundred feet of the said road leading from Oxford to Woodstock

(2) The Purchasers will not burn bricks on the said land hereby conveyed

(3) And will not erect or set up on the frontage of the said land within two hundred feet of the said road any steam engine or any fireplace or furnace (other than a fireplace or furnace to be used in a private dwellinghouse for the heating thereof)

(4) And will not cut down or destroy the existing line of trees on the said frontage to the said road except such trees as may be necessary for the purpose of providing entrance ways to be residence which shall be erected as hereinbefore provided.

2 The following are details of the covenants contained in the Conveyance dated 29 May 1957 referred to in the Charges Register:-

"FOR the benefit of the adjoining or neighbouring Estate belonging to the Vendors known as the Cadogan Park Estate or the part thereof for the time being remaining unsold and so as to bind the property hereby conveyed into whosoever hands the same may come but not so as to render the Purchaser liable in damages for any breach of covenant so far as the same is of a restrictive character committed after the Purchaser shall have parted with all interest in the said property hereby conveyed or the part thereof in respect of which such breach shall occur the Purchaser for himself and his successors in title hereby covenants with the Vendors and their successors in title the owner or owners for the time being of the unsold parts of the said Cadogan Park Estate as follows namely:-

(a) Within six months from the date thereof to erect and for ever after to maintain to the satisfaction of the Vendors or their Surveyor on the East West and South sides of the piece of land coloured pink on the said plan and marked "T" within the boundary on the said plan good and substantial fences consisting of concrete posts and chain link not less than Four feet six inches nor more than six feet in height

(b) Not without the consent in writing of the Vendors first had and obtained to permit the said piece of land coloured pink on the said plan to be used for any other purpose than for the erection thereon of one private dwellinghouse with garage and suitable outbuildings thereto

(c) Not at any time to carry on or permit to be carried on upon the said pieces of land coloured pink on the said plan or in any dwellinghouse or outbuildings for the time being erected thereon any trade business or occupation which shall in the opinion of the Vendors or their Surveyors be detrimental to the Vendor's adjoining property nor to allow any trade manufacture or business of a noisy noisome or offensive nature to be at any time hereafter set up or carried on in or upon the said piece of land coloured pink on the said plan or in any dwellinghouse or outbuildings for the time being erected thereon nor to allow the same at any time hereafter to be used so as to be or become a

Schedule of restrictive covenants continued

nuisance or annoyance to the Vendors or their tenants or to the neighbourhood and until the erection of a private dwellinghouse thereon to keep the said piece of land coloured pink on the said plan clean and free from noxious weeds

(d) Not to commence the erection of the said private dwellinghouse or any outbuildings to be used in connection therewith upon the said piece of land coloured pink on the said plan or at any time thereafter alter or rebuild the whole or any part of the said private dwellinghouse or outbuildings upon the said piece of land coloured pink on the said plan until properly drawn plans sections and elevations in duplicate showing all sides thereof and a brief specification thereof have been submitted to and approved by the Surveyor or Agent for the time being of the Vendors one copy of such plans and specifications being retained by the Vendors and the other copy (if approved) being signed by or on behalf of the Vendors and returned to the Purchaser and so that the Vendors or their assigns shall have the right to refuse consent to the erection of any dwellinghouse or other buildings or to the alteration or total or partial rebuilding of any part thereof thereafter that the Vendors shall consider will damage or destroy the amenities of the surrounding property of the Vendors or the neighbourhood And it is hereby agreed and declared that the approval of the Vendors under their building Bye-laws in respect of any dwellinghouse to be erected on the piece of land hereby conveyed shall not be deemed to be the approval of the Vendors for the purpose of this Clause of this Conveyance

(e) That no electric lighting services shall be carried to any dwellinghouse to be built upon the said piece of land hereby conveyed along or across the said estate road except by means of an underground electric cable

(f) Not at any time hereafter to excavate or dig out of the premises except for the purpose of laying the foundations of the said dwellinghouse or the outbuildings to be used therewith any sand sandstone gravel clay or other mines or minerals

(g) To erect and complete the dwellinghouse to be erected by the Purchaser on the said piece of land conveyed coloured pink on the said plan in accordance with the provisions hereinbefore contained within twelve months from the date hereof

(h) Not at any time hereafter without the consent in writing of the Vendors or their Surveyors (such consent not to be unreasonably withheld) to cut lop or destroy the existing healthy trees on the said property except for the control and cultivation of such trees and also except such trees as may be necessary for the erection of the dwellinghouse on the property sold as hereinbefore provided with proper and convenient entrance ways thereto and also except such trees as may be necessary for the purpose of clearing a safe adequate site for the said dwellinghouse and for the unobstructed access of light or air thereto or for the cultivation and laying out of the curtilage to such dwellinghouse

(i) At his own expense to construct an entrance way or entrance ways suitable for vehicular traffic in a position to be agreed with the Vendors' Surveyor over the piece of land lying between the property sold and the said estate road

PROVIDED ALWAYS that nothing herein contained shall operate to impose any restrictions on the manner in which the Vendors or the persons deriving title under the Vendors may deal with the whole or any part of the said Cadogan Park Estate of the Vendors for the time being remaining unsold or be otherwise deemed to create a building scheme for the said estate or any part thereof."

End of register

OWL Steps Quotes

Report for Town Council meeting on the 16th January 2024

The following quotes have been received to replace the steps on the OWL.

Quote 1

Take down old steps and fencing clear from site, construction of new steps and fencing but still allowing safe access to public walkway

Timber Sizes

Steps 1200x200x100

Sides. 1200x200x50

Posts 2400/3000x100x100

Rails. 3600x100x50

Rails. 3600x75x50

ALL TIMBER PRESSURE TREATED

STEPS CONSTRUCTION

Steps to be maximum of 1200 wide, 750 deep with maximum of 200 rise. -Lift-

Timbers to form new steps pressure treated

1200x200x100.

Excavate out old stone/ mud from existing area to enable fixing of new timber steps. Lay membrane onto newly excavated area to allow placement of new stone. All areas compacted after placement of stone.

Top area to be excavated for new timbers to be placed. Membrane and stoned after setting of timbers set in.

STEPS FENCING

Posts dug and concreted at maximum 1800 centres and bolted back to new steps

Double hand rails to be bolted to posts after erection of posts. Post and rails for both sides of steps and top level area.

Total Cost £13960-00 + VAT

Quote 2

Site will be closed for the duration of the works.

Provide fencing to close site to public

Take out all steps.

Removal of waste.

Supply all materials to reinstate steps.

Supply of all labour

STEPS CONSTRUCTION

Sleepers on edge into concrete with spikers. Filled with Type 1 hardcore, compressed to take Finmere Gravel for finish

FENCING CONSTRUCTION

4" x 4" post embedded in concrete to take 4" x 2" rails

Total cost £11,800 + VAT