



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>
<p>23/12/10 WTC</p>	<p>10 - Standing Orders</p> <p>After a brief discussion the following motion was put to a vote.</p> <p><u>Motion</u></p> <p>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)</p> <p>Proposed by Cllr Manby-Brown Seconded by Cllr Grant Vote For: 7 Against: 0 Abstained: 0</p> <p>Decision</p> <p>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>
<p>23/12/11 WTC</p>	<p>11 - Grants</p> <p><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. (Documents provided)</p> <p>Cllr Manson introduced the item and after a discussion the following amendments were suggested: -</p> <p>a) The Grants Policy amendments: -</p> <ul style="list-style-type: none"> • Point 3. change the word expects to requires • Remove the word aid and replace with awards <p>b) The Grant Schedule amendments: -</p> <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 <p>c) The Application Form: -</p> <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</p> <p>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>