



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
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Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 16th January 2024 at 7pm

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

In Attendance: OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown **Minute Taker:** Cllr Poskitt **Members of the public attended:** 8

24/01/06 WTC	1 - Apologies for Absence Apologies were received from the Town Clerk Karen Howe Cllr Spencer-Churchill was not in attendance Cllrs Bailey and Bleakley arrived during item 3a
24/01/07 WTC	2 - Declarations of Interests Declarations of interest received from: - Cllr Poskitt for Item 9 Planning – Cllr Poskitt is WODC Member for Woodstock
24/01/08 WTC	3 - Public Speaking and Question Time There were five members of the public who spoke about the Botley West Solar Farm. The first speaker pointed out that whatever the views of Council were on the proposal, the present consultation was the last opportunity for the public to suggest what the developers should offer to provide benefit for the many towns and villages affected by the proposal - if it were approved. The second speaker agreed and pointed out that the developers needed specific requests (he gave the example of widening the footpaths through the solar fields) and also suggested that there should be some agreement with the developers for reduced charge electricity to local communities. The third speaker pointed out that Blenheim's Ten-Year Plan stated that UNESCO would not support solar farms within the WHS but also specifically it did not support solar in the wider setting of the WHS. He pointed out that the report of the Blenheim charity published in December 2023 did not mention the Botley West proposal in its financial statement. The fourth speaker stressed the importance of WTC and residents giving their views on the matter. She stressed the need to move away from fossil fuels and talked about a talk the previous evening at the Woodstock Society which pointed out that we must invest in solar and wind energy and that the wider use of hydrogen would require storage means which were as yet unresolved.
24/01/09 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 12 th December 2023 Decision The minutes of 12th December 2023 were approved with the following amendments following changing 'is' to 'it' as the fourth word of the third line on page 4 as a true record of the meeting and signed by the Mayor.
24/01/10 WTC	5 - County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> County Cllr Andy Graham said that OCC Education Committee would be sitting that week to look at using money from Rural Service Provision to support young people in the county. It would review the situation and work with District Councils to provide funds especially to rural towns and villages rather than the larger towns in the County. The County Cllr Cabinet member for Transport would be determining later in the week the towns and villages to be included in the next tranche of 20mph limits. Woodstock would be one of these. It is intended that the change – assuming it will be approved by the Cabinet Member for Transport – will come in together with other changes to road markings planned a few years ago. Stagecoach and the Oxford Bus Company are investing £4million towards electric buses in the county.

	<p>The opportunity for comments on the parking scheme in Woodstock would close at the beginning of the next week. The Comments will be considered and OCC will make efforts to improve the scheme where indicated. A summary of the recommendations would be available at the end of the month.</p> <p>Cllr Parnes requested Cllr Graham to provide a written summary for WTC but Cllr Graham stated that he preferred to present his report verbally so as to be more up to date at the meeting.</p> <p>Cllr Parnes also commented that there still has not been any action to his comments put on Fix My Street in November. Cllr Graham asked Cllr Parnes to email him with the specifics of the complaint and he would act as appropriate.</p> <p><u>WODC Report</u></p> <p>Cllr Cooper presented the previously circulated written paper from the District Cllrs. There were no comments.</p>
24/01/11 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 stated that the second of the monthly emails from the Council had been circulated at the end of December. The next was planned for the start of February.</p> <p>He had met with the group of 'cultural organisations' the previous day and it was decided that WTC should try to include a 'What's On' in the monthly email.</p> <p>On Wednesday February 7th between 10am and 3pm, there would be an Antiques Valuation Day in the Assembly Room organised by JS Fine Art who have been revising the valuation of Town Council property. There is no entrance fee but donations will be sought towards the Mayor's Charities (Motor Neurone Disease Association, British Legion; Blue Sky Thinking).</p> <p><u>Clerk's Report</u></p> <p>No Clerk's report due to the Clerk being absent.</p>
24/01/12 WTC	<p>7 - Finance</p> <p>a) To approve and sign the Bank Reconciliation for the period ending 31st December 2023</p> <p>Decision</p> <p>It was resolved to approve the Bank Reconciliation showing a balance of £360,523.17 for the period ending 31st December 2023 and for the Mayor to sign the reconciliation</p> <p>b) To note the Payments Report for December 2023 Payments of £11,693.11 inc VAT of £759.74 for Dec 2023 were noted.</p> <p>c) To note the Receipts Report for December 2023 Receipts of £42,699.14 inc VAT of 2,731.34, for December 2023 were noted.</p> <p>d) To note the Summary Cost Centre Report as at 31st December 2023. This report shows actuals compared to budget. The report was noted.</p> <p>e) To note the completion of the 2022/23 audit and the external auditors report (Copy provided)</p> <p>Item Deferred</p> <p>During the item Cllr Parnes raised a point about using public money to purchase the gift vouchers that were given to staff at Christmas and raised concerns about the authorisation process followed and the budget used. Cllr Grant said she had emailed the Clerk and that the Clerk replied she would report back in February.</p>
24/01/13 WTC	<p>8 - Woodstock Football Club</p> <p>To approve the payment of £1,500 to Woodstock Football Club as a contribution towards the grass cutting costs for 2022 and 2023 Item Deferred.</p>
24/01/14 WTC	<p>9 - Planning</p> <p>To consider responses to the following planning applications: -</p> <p>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 It was agreed that the Council has no objections to the application</p> <p>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. It was agreed that the Council has no objections to the application</p>

24/01/15 WTC	<p>10 - Botley West Solar Farm Proposal</p> <p>To receive an update and agree how to proceed with the response on the current consultation which is due by the 8th February 2024.</p> <p>Item Deferred</p> <p>In view of the absence of the Clerk who had already begun preparing comments for the Council to consider, it was agreed to postpone this item and to have an ETC so that Council's comments could be sent by the consultation closing date of February 8th</p>
24/01/16 WTC	<p>11 - Restrictive Covenant – 10 Cadogan Park</p> <p>To approve the response to the request regarding the restrictive covenant on 10 Cadogan Park (Report provided) Item Deferred</p>
24/01/17 WTC	<p>12 - OWL Step Improvements</p> <p>To review/approve the quotes for new steps in the OWL (Report provided)</p> <p>A paper had been circulated with two estimates for repair of the OWL steps at the Verenia Court end of the OWL newer section. However, Cllr Grant thought there was an agreement associated with the development of this part of the OWL reserve suggesting that after a period of time, Verenia Court could close off access to the OWL at this end. The expensive repair of the steps should be considered with that in mind.</p> <p>It was therefore agreed to look into this but meanwhile Cllr Manby -Brown proposed and Cllr Poskitt seconded to close the steps on the OWL extension due to health and safety concerns.</p> <p>This proposal was put to a vote.</p> <p>Decision</p> <p>It was agreed unanimously to close the steps on the OWL extension due to health and safety concerns.</p>
24/01/18 WTC	<p>13 - 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> <p>Cllr Grant presented the results of a survey of retailers she and Cllrs Parnes and Addis had carried out since the parking restrictions were introduced. Several Cllrs questioned the objectivity of that survey and it was agreed to send it as a survey carried out independently by these three Cllrs with no endorsement of the other Cllrs.</p> <p>Cllr Parnes proposed the amendment below and Cllr Grant seconded the amendment.</p> <p style="padding-left: 40px;">WTC also submits the results of the 2021 Town Poll on free parking which had been sent to OCC some time ago just after it had taken place some years ago.</p> <p>Cllr Parnes called for a named vote: For: Cllrs Addis, Grant, Mathew Parkinson, Ulli Parkinson, Parnes. (5) Against: Cllrs Bailey, Bleakley, Lamb, Manby-Brown, Manson, Poskitt (6)</p> <p>The motion fell.</p> <p>Decision</p> <p>It was agreed unanimously to send OCC the Parking comments previously sent to Cllr Graham and the three Cllrs recent report provided it clearly indicated that it was material collected by these three Cllrs and did not necessarily reflect the Council's view.</p>
24/01/19 WTC	<p>14 - Handover Between Retiring and New Councillors</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> <p>The Mayor spoke about how difficult the seven new Cllrs joining in 2021 had found understanding Council business and taking responsibility for on-going issues. He proposed Cllrs be allowed to keep their Council emails for a period of three months after leaving the Council to help with transfer of responsibilities. He further proposed that Cllrs be provided with business cards to allow for better communication with the public and other parties.</p> <p>Cllrs Parnes and Grant questioned the legality of maintaining email access. Cllr Manby-Brown stated that he had discussed this with the Clerk and she had not considered this illegal.</p> <p>Cllr Grant also considered business cards unnecessary. Cllr Poskitt found her WODC business card useful when meeting people since they provided printed details to give to new contacts.</p> <p>There was considerable discussion which reached no resolution. Motion Withdrawn</p>

22/01/20 WTC	<p>15 - 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 Poskitt</p> <p>It was agreed unanimously to close the meeting to the public.</p> <p>The recording/filming device was turned off</p>
24/01/21 WTC	<p>16 - Property Management Contract</p> <p>To consider the recommendations in the report regarding the future management of council's properties. (Copy provided)</p> <p>Cllrs discussed the recommendations in the tabled report regarding the future management of Council's properties and agreed that worked need to be carried out to progress the re-tendering of the contract.</p> <p>Cllr Lamb proposed that the Clerk writes to the Property Agent giving them 6 months' notice of termination of the contract. This was agreed unanimously.</p> <p>Cllr Parnes left the meeting at this point.</p>
24/01/22 WTC	<p>17 - Civil Claim</p> <p>To receive an oral update on the ongoing Civil Claim</p> <p>Cllrs were given an oral update on the ongoing Civil Claim.</p>
24/01/23 WTC	<p>18 - Close Meeting</p> <p>The meeting closed at 8.40pm</p>