



## Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL  
Telephone: 01993 811216 Website: [www.woodstock-tc.gov.uk](http://www.woodstock-tc.gov.uk)  
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 an meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 12<sup>th</sup> March at 7pm.

1.	<b>Apologies for Absence</b> To receive and consider for acceptance apologies for absence.
2.	<b>Declarations of Interests</b> To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
3.	<b>Public Speaking and Question Time</b> <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.	<b>Minutes of Previous Meetings</b> To consider for approval the following Minutes of the Town Council (Minutes provided) a) Minutes of the Town Council Meeting held on 16th January 2024
5.	<b>County and District Councillor's Report</b> To receive reports from OCC and WODC Councillors. (WODC report provided – OCC report to be provided)
6.	<b>Mayor's Report</b> To receive an oral report from the Mayor
7.	<b>Clerk's Report</b> a) To receive a report regarding gift vouchers given to staff at Christmas (Report to be provided) b) To approve the re-allocation of the payment made towards the cutting of a tree in St Mary from Civic budget to Grass Cutting budget (Report to be provided) c) To approve the extension of the existing grass contract until the 31 <sup>st</sup> March to allow for time to send out requests for new quotes. d) To consider the request from a resident to cut the overgrown bushes at the triangle opposite The Crown Inn due to obscuring the view of traffic from the right. e) To discuss and approve any actions for the upcoming Town Meeting which is to be held on the 26 <sup>th</sup> March. f) To approve the change of date of the Annual Council Meeting from the Tuesday 21 <sup>st</sup> May to Tuesday 14 <sup>th</sup> May – This is to enable the meeting to be held within statutory requirement of no later than 14 days after the election. g) To receive an oral update if needed
8.	<b>Finance</b> a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 29th February 2024 (Copy provided) b) To note the Payments Report for January 2024 (Copy previously provided) c) To note the Receipts Report for January 2024 (Copy previously provided)
9.	<b>Membership of OALC</b> To approve the annual membership to Oxfordshire Association of Local Councils (OALC) at a cost of £757.15 inc VAT of £126.19
10.	<b>Weed Control</b> To approve the quote of £2,484 inc Vat of £414 for the supply and application 3 times a year (Apr, Jul and Oct) of total herbicide for the control of weeds and grass in kerbs, channels, pavements and the control of knotweed in the community woodland and 41 Brook Hill.

11.	<p><b>Planning</b></p> <p>To consider the following applications: -</p> <ul style="list-style-type: none"> <li>a) 24/00396/FUL – 7 Cadogan Park Conversion of existing bungalow to create a one and a half storey dwelling with front and rear extensions and associated works</li> <li>b) 24/00490/HHD – 10 Cadogan Park Demolition of existing rear conservatory. Erection of a two-storey side and single storey rear extension.</li> </ul>
12.	<p><b>Request from Cottsway to Suggest Names for New Properties</b></p> <p>Cottsway have started on the Ryegrass scheme in Woodstock and have asked if WTC would like to put forward suggestions for names for the 4 blocks of apartments that are being built.</p>
13.	<p><b>Offer from the Commonwealth War Graves Commission</b></p> <p>To consider the offer from CWGC to install a sign to let the public know of the war graves in Hensington Road Cemetery. (Support information provided)</p>
14.	<p><b>Stagecoach S7 Bus</b></p> <p>To discuss the change of timetable/route of the S7 Stagecoach bus and to agree any actions.</p>
15.	<p><b>Cycle Stands</b></p> <p>To discuss the recent installation of cycle stands and to agree any actions.</p>
16.	<p><b>Property</b></p> <p>To consider the report (copy provided) and the following motion from Cllr Grant and seconded by Cllr Parkinson</p> <p><u>Motion</u></p> <p>WTC agrees when the Council goes out to tender for the management of properties available for rental within the Property Portfolio that two separate contracts are put out to tender. One contract to manage residential properties and one contract to manage the commercial properties.</p>
17.	<p><b>Exclusion of Press and Public</b></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>
18.	<p><b>Civil Claim</b></p> <p>To receive an oral update on the ongoing Civil Claim</p>
19.	<p><b>Close Meeting</b></p>

**Meeting called by Karen Howe – Clerk for Woodstock Town Council**

**Signed:**

**Dated: 6<sup>th</sup> March 2024**