



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 27th February 2024 at 7pm

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

In Attendance: Town Clerk Karen Howe, OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 6

	The Mayor opened the meeting by introducing himself and the Clerk and welcomed members of the public. He informed the Council and members of the public that the meeting was being recorded both audio and visual
24/02/01 WTC	1. Apologies for Absence Apologies for absence were received from Cllrs Bailey, Bleakley, M Parkinson, U Parkinson and Spencer-Churchill
24/02/02 WTC	2. Declarations of Interests There were no declarations of interest declared
24/02/03 WTC	3. Public Speaking and Question Time There were three members of the Public that addressed the Council. The first speaker supported the purchase of a sound speaker system for the Assembly Room and other areas. The second speaker had noticed that for some months the item under exclusion of the public and press was the Civic claim yet there had not been any information in the minutes. The Clerk explained that due to the sensitivity of the claim the Council had placed it in the hands of their legal representative and had been advised at this time to keep it confidential. The third speaker urged the Council to be more transparent and was concerned about the reputation of the Council being brought down.
24/02/04 WTC	4. Minutes of Previous Meetings To consider for approval the Minutes of the Town Council Meeting held on Tuesday 3rd January 2024 Decision The minutes of 3rd January 2024 were approved with the following amendment which was to remove the word 'interim' from the heading as the Clerk was now holding a permanent position for the Council.
24/02/05 WTC	5. County and District Councillors Report To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> County Cllr Graham reported on the following: - <ul style="list-style-type: none"> Update on the changes to the S7 bus route. He said he was saddened by the decision of the Stagecoach Company to reschedule their bus timetable due to agreeing not to use the town centre as a turnaround. OCC was not given much time to be consulted on the change but he had looked into the changes and it now seemed there was little that could be done to change Stagecoach's mind. This now means that Woodstock will no longer be served by the S7 bus after 6pm in the evening as from 6th March 2024. This is very disappointing but the S3 will still be running. Cllr Graham suggested monitoring the situation and decide a little later if a campaign would be useful. Extension to the Marlborough School.

	<p>The extension will be started in June 2025 and hopefully completed by the Autumn of 2026.</p> <p>He was aware of the traffic congestion mainly due to parents dropping their children off, and that damage was being caused to the grass verge due to it being parked on. Many schools have the same problem.</p> <p>Cllr Graham also mentioned that a footpath has been reinstated and is now being used regularly by school children but the safety aspect of crossing to this path needs to be considered. He suggested that a pedestrian crossing could be lobbied for and requested that the Councillors discuss this among the local people and inform him at the next meeting what their opinion is. He did say that pedestrian crossings can take some time to achieve.</p> <ul style="list-style-type: none"> • LED Lighting Cllr Graham said that he was aware of the concerns with the new LED lighting that was being introduced gradually and of the glare that can occur if they are not well positioned/angled or shaded properly. • Parking Scheme The suggestions for parking scheme improvements that were collated by WTC are being considered and he stated that quite a few of them will be implemented in the next six months. <p>Cllr Graham opened the floor to questions.</p> <ul style="list-style-type: none"> • Cllr Parnes thanked Cllr Graham for his prompt action with the enquiry about the temporary closure of Straight Mile. He also expressed his concern that the issue with the S7 bus timetable had not be picked up earlier and that these changes had been made after the feedback regarding the turnaround in the town centre. He felt the changes would lead to people using their cars more. Cllr Graham Agreed • Cllr Lamb said she hoped that the S7 timetable would be open to changes and that less buses in the day would perhaps give the opportunity to lay on more buses in the evenings, so that people did not have to revert back to using their cars. Cllr Graham reiterated on his earlier remark that he felt Stagecoach had made their mind up and that we would probably not be able to change their policy. • Cllr Poskitt commented on the safety aspect outside the Marlborough School and the chicane that is in place and wondered if having a crossing so close would cause more problems. Cllr Graham said this would be part of the program. <p><u>District Councillors Report</u></p> <p>The council received a written report from WODC Cllrs Poskitt and Cooper.</p> <p>Cllr Cooper opened the floor for questions</p> <ul style="list-style-type: none"> • Cllr Parnes pointed out that there had been no mention of the results of the Parking Survey carried out on the WODC Hensington Road free Car Park. Cllr Cooper said they were waiting for the conclusion. <p>OCC Cllr Graham and WODC Cllr Cooper left the meeting at this point.</p>
<p>24/02/06 WTC</p>	<p>6. Mayor's & Clerk's Reports</p> <p><u>The Mayor's Report</u></p> <p>The Mayor informed the meeting of the following: -</p> <ul style="list-style-type: none"> • The Council has sent out our third newsletter and the next one is due in two days' time. The subscribers are going up and more cultural events will be included as they come in. • The Antique Valuation day held on the 7th February went very well and £233 was raised for charity which has been passed on to them. JS Arts of Banbury said they would like to come back later on in the summer and hold another Valuation Day. He also thanked Cllr Poskitt for providing tea, coffee and cakes at the event. • Regarding the recent Oxford Mail article, The Mayor was going to read out a statement but changed his mind. He said that the article published on the 7th February, titled "Woodstock Mayor uses public money to pay the staff gifts", will be dealt with in a meeting in two weeks' time. He did say that the story was obviously sent by a Councillor because council emails with un-redacted names were sent to the press. This

	<p>has caused quite a big problem and some of these issues have got to be addressed. The Mayor went on to say that personally he is thinking about taking legal action but has not yet made any decision.</p> <p><u>The Clerk Report</u></p> <p>The Clerk informed the meeting that she has been away due to a family bereavement and went on to report the following: -</p> <ul style="list-style-type: none"> • WTC has to go out to tender for the grass cutting contract and the request for quotes will be sent out within the next few days and hopefully the quotes will be available for the next meeting. <p>Cllr Parnes enquired about the notification of road closures.</p> <p>The Clerk said that a link has been added to the Council's website which links to a mapping system that shows existing and future road closures.</p> <p>Cllr Manby-Brown said that the link would be added to the monthly newsletter as well.</p>
24/02/07 WTC	<p>7. Finance</p> <p>a) To approve and sign the Bank Reconciliation for the period ending 31st January 2024</p> <p>Decision</p> <p>It was resolved to approve the Bank Reconciliation showing the balance of £338,925.36 for the period ending 31st January 2024 and for the Mayor to sign the reconciliation.</p> <p>b) To note the Payments Report for January 2024</p> <p>c) To note the Receipts Report for January 2024</p> <p>d) To note the Summary Cost Centre Report as at 31st January 2024. This report shows actuals compared to budget.</p> <p>The Council agreed to defer Financial Items b) c) and d) of this report until the next meeting</p> <p>e) To note the completion of the 2022/23 audit and the external auditors report.</p> <p>The completion of the 2022/23 audit and the report were noted.</p> <p>f) To approve the creation of the following budgets relating to the £5,071 cost of the October 2022 elections.</p> <ol style="list-style-type: none"> 1) Election Expense Income Budget of £5,071 2) Election Expenses Budget of £5,071 <p>The clerk was asked to provide the council with a copy of the invoice and request a breakdown of the costs from WODC if not on the invoice.</p> <p>Decision</p> <p>It was agreed unanimously to create an income budget of £5,071 and an expenditure budget of £5,071 for election costs.</p>
24/02/08 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.</p> <p>The Clerk explained that the two mentioned payments had not been paid and asked the Council's agreement for £1,500 to be paid to the Woodstock Football Club.</p> <p>Decision</p> <p>The council agreed unanimously</p>
24/02/09 WTC	<p>9. Restricted Covenant – 10 Cadogan Park</p> <p>To approve the response to the request regarding the restrictive covenant on 10 Cadogan Park</p> <p>The Council discussed the request and it was decided to delegate a reply to the Clerk with the assistance of Cllr Lamb. The reply will be circulated to Councillors by email for any comments before the reply is sent.</p> <p>Cllr Parnes left the meeting at 7.49pm</p>
24/02/10 WTC	<p>10. PA System</p>

	<p>To consider the report (copy provided) and the following motion from Cllr Manby-Brown</p> <p><u>Motion</u></p> <p>That the Council approves the purchase of the SubZero SZPA-815 300W 15" PA System at a cost of £399 inc VAT to be funded from budget code 4929 PA – Outdoor Event</p> <p>The purchase of a PA System was discussed as per the report. During the discussion it was decided to change the budget to be used to the Coronation budget.</p> <p>The council noted the kind donation of £100 from a member of the public towards this equipment and thanks will be related by the Clerk</p> <p>Decision</p> <p>The council agreed the purchase of equipment SubZero SSPA -185 300W-15-PA system at a cost of £399 inc VAT. To be funded from budget line 4990 Coronation surplus budget.</p>
24/02/11 WTC	<p>11. Property</p> <p>To consider the report and the following motion</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> <p>Item Deferred</p>
24/02/12 WTC	<p>12. 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 Poskitt and seconded by Cllr Addis</p> <p>It was agreed unanimously to close the meeting to the public.</p> <p>The recording/filming device was turned off</p>
24/02/13 WTC	<p>13. Civil Claim</p> <p>To receive an oral update on the ongoing Civil Claim</p> <p>Cllr Manby-Brown attended the initial hearing at the Court as it was listed as open to the public but he did not stay for the full duration of the hearing.</p> <p>The Clerk informed the Councillors that the claim was being dealt with through the small claims court.</p>
24/02/14 WTC	<p>14 - Close Meeting</p> <p>The meeting closed at 8.20pm</p>