



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th March 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 & WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 3

24/03/01 WTC	<p>1 - Apologies for Absence</p> <p>Apologies were received from Cllrs Bailey, Bleakley, M Parkinson, U Parkinson and Spencer-Churchill</p>
24/03/02 WTC	<p>2 - Declarations of Interests</p> <p>Declarations of interest received from: - Cllr Poskitt for Item 11 Planning – Cllr Poskitt is WODC Member for Woodstock</p>
24/03/03 WTC	<p>3 - Public Speaking and Question Time</p> <p>There were no public speakers or questions.</p>
24/03/04 WTC	<p>4 - Minutes of Previous Meetings</p> <p>To consider for approval the following Minutes of the Town Council.</p> <p>a) Minutes of the Extraordinary Town Council Meeting held on 16th January 2024</p> <p>During the item the Mayor remembered that he had not informed the room that the meeting was being recorded.</p> <p>Cllr Parnes asked the Mayor to state that it is video and audio being recorded and also said he was concerned that the Council had not got all the legal requirements in place. The Clerk assured the Council that she had checked the requirements and had already provided this information to Cllr Parnes.</p> <p>The Mayor advised that there were quite a few changes needed to the minutes and that he would sign the minutes after the meeting. The Clerk read through the amendments to the minutes.</p> <p>Cllr Parnes requested that it be minuted that he did not agree with minute 24/01/12 items 7a, 7b and 7c.</p> <p>Decision</p> <p>The minutes of 16th January were approved with amendments as a true record of the meeting and to be signed by the Mayor.</p>
24/03/05 WTC	<p>5 - County and District Councillors Report</p> <p>To receive the monthly reports from OCC and WODC Councillors</p> <p><u>County Council Report</u></p> <p>There was no County Council report as Cllr Graham was not in attendance.</p> <p><u>WODC 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> <p>Cllr Parnes asked about the status of the Woodstock Swimming Pool and why Chipping Norton has received such a large funding grant recently but the Woodstock pool had not.</p> <p>Cllr Cooper said that WODC does not own the Chipping Norton Lido, they are an independent facility which is why they were approved for a grant.</p> <p>Cllr Poskitt added that as she understood it Chipping Norton received this fund as did another pool but she could not remember which one. She went on to say this is not government funding, it is some other funding</p>

	<p>Cllr Grant asked Cllr Poskitt to explain the item in the report on Lighting at the Bowls and Tennis Club</p> <p>Cllr Poskitt asked in what way.</p> <p>Cllr Grant replied that the report under Bowls and Tennis Club Lighting stated 'with conditions which included the lighting only being on if the Courts were not in use.</p> <p>The Clerk said she had meant to amend this typo by removing the word not</p>
24/03/06 WTC	<p>6 - Mayor's Report</p> <p>The Mayor informed the Council that he had nothing to report</p>
24/03/07 WTC	<p>7 - Clerk's Report</p> <p>a) To receive a report regarding gift vouchers given to staff at Christmas. Item Deferred due to report not being issued in time for discussion</p> <p>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. Item Deferred due to no report available.</p> <p>c) To approve the extension of the existing grass contract until the 31st March to allow for time to send out requests for new quotes. Decision It was agreed that the grass cutting contract would be extended to 31st March 2024.</p> <p>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. The Clerk was advised that this area is looked after by Woodstock in Bloom. It was agreed that the Clerk would contact the group.</p> <p>e) To discuss and approve any actions for the upcoming Town Meeting which is to be held on the 26th March. The Council agreed that a draft Agenda should be published for the notice boards and website, with an invitation for Agenda items to be submitted to the Clerk. As this is a Town meeting it is for the attendees to agree the Agenda.</p> <p>f) To approve the change of date of the Annual Council Meeting from the Tuesday 21st May to Tuesday 14th May – this is to enable the meeting to be held within the statutory requirement of no later than 14 days after the election. Decision It was agreed to change the date of the meeting from the 21st May to the 14th May.</p> <p>g) To receive an oral update if needed The Clerk had nothing more to report</p>
24/03/08 WTC	<p>8 - Finance</p> <p>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 29th February 2024 Decision It was resolved to approve the Bank Reconciliation showing a balance of £340,019.10 for the period ending 29th February 2024 and for the Mayor to sign the reconciliation</p> <p>b) To note the Payments Report for January 2024 Payments of £23,447.94 inc VAT of £2,228.12 for January 2024 were noted.</p> <p>c) To note the Receipts Report for January 2024 Receipts of £1,850.13 inc VAT of £0, for January 2024 were noted.</p>
24/03/09 WTC	<p>9 - Membership of OALC</p> <p>To approve the annual membership to Oxfordshire Association of Local Councils (OALC) at a cost of £757.15 inc VAT of £126.19</p> <p>Decision It was agreed unanimously to approve the annual membership to OALC at a cost of £757.15 inc VAT of £126.19</p>

<p>24/03/10 WTC</p>	<p>10 - Weed Control</p> <p>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.</p> <p>Proposed by Cllr Addis and Seconded by Cllr Grant</p> <p>Decision</p> <p>It was agreed unanimously 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.</p>
<p>24/03/11 WTC</p>	<p>11 - Planning</p> <p>To consider the following applications: -</p> <p>a) 24/00396/FUL – 7 Cadogan Park</p> <p>Conversion of existing bungalow to create a one and a half storey dwelling with front and rear extensions and associated works</p> <p>It was agreed that the Council has no objections to the application</p> <p>b) 24/00490/HHD – 10 Cadogan Park</p> <p>Demolition of existing rear conservatory. Erection of a two-storey side and single storey rear extension.</p> <p>It was agreed that the Council has no objections to the application</p>
<p>24/03/12 WTC</p>	<p>12 - Request from Cottsway to Suggest Names for New Properties</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> <p>Item Deferred to the next meeting</p>
<p>24/03/13 WTC</p>	<p>13 - Offer from the Commonwealth War Graves Commission</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.</p> <p>Decision</p> <p>It was agreed that the Council would take up the offer from CWGC to install the signage and it was agreed that the sign should be attached to the wall of the double middle gated of the cemetery.</p> <p>The Clerk was delegated to decide which of the 2 sizes of sign offered would fit best.</p>
<p>24/03/14 WTC</p>	<p>14 - Stagecoach S7 Bus</p> <p>To discuss the change of timetable/route of the S7 Stagecoach bus and to agree any actions. During the discussion Cllr Parnes proposed the following motion which was seconded by Cllr Grant.</p> <p><u>Motion</u></p> <p>That the Council write a letter to the manager of Stagecoach and express its disappointment that it hadn't consulted further with the Town Council prior to the changes being made.</p> <p>During the discussion Cllr Grant suggested that the Council should write on behalf of the residents and that would be a good idea to include in the letter an invite for representative of Stage Coach to speak at the Town Meeting on Tuesday 26th March which would give the attendees a chance to explain the problems that had cropped up since the change of timetable. Cllr Poskitt suggested that the letter should not complain about the process and should concentrate on the concerns of the users.</p> <p>Cllr Lamb said she had raised concerns with OCC Cllr Graham including the timings for commuters to return to Woodstock and that the buses should run slightly later in to the evenings to account for commuters.</p> <p>Cllr Poskitt also said the timings in the morning are an issue.</p> <p>Cllr Lamb said that the letter could start with telling Stagecoach the we appreciate them no longer using the Town Centre to turnaround rather than being negative.</p> <p>It was proposed to amend the motion and Cllr Parnes accepted the amendment.</p>

	<p>Decision</p> <p>It was agreed that the Clerk would write to Stagecoach outlining the concerns of those that used their service and offer an invitation to attend the Town Meeting</p> <p>At 7.40pm the Mayor left the meeting and handed over the Chair to Cllr Poskitt.</p>
24/03/15 WTC	<p>15 - Cycle Stands</p> <p>To discuss the recent installation of cycle stands and to agree any actions.</p> <p>During the discussion the Mayor return to the meeting and took back the Chair.</p> <p>During the discussion it was felt that the design of the newly erected Cycle racks was not in keeping with the town.</p> <p>Cllr Manson felt that the ones in Summertown were much better and volunteered to go and photograph them and send them out to Councillors. This would perhaps be useful to write to OCC encouraging them change the racks to something more suitable for our historic town.</p> <p>Cllr Parnes left the meeting during this discussion</p>
24/03/16 WTC	<p>16 - 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>
24/03/17 WTC	<p>17 - 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 Addis 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>
24/03/18 WTC	<p>18 - Civil Claim</p> <p>To receive an oral update on the ongoing Civil Claim</p> <p>The Clerk informed the Councillors that the necessary papers had been signed and submitted and that there was nothing else to report.</p>
24/03/19 WTC	<p>19 - Close Meeting</p> <p>The meeting closed at 8.10pm</p>