



**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

**Minutes of an EXTRAORDINARY meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 27<sup>th</sup> March 2024 at 7pm**

**Cllrs. present:** Nick Manby-Brown (Mayor), Ann Grant, Jo Lamb, Meg Manson 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: 4**

	The attendees were informed that meeting was being filmed and recorded.
24/03/20 ETC	<b>1 - Apologies for Absence</b> Apologies were received from Cllrs Addis, Bailey, Bleakley, M Parkinson, U Parkinson, Parnes and Spencer-Churchill
24/03/21 ETC	<b>2 - Declarations of Interests</b> Declarations of interest received from: - Cllr Poskitt for all items under Item 4 Planning – Cllr Poskitt is WODC Member for Woodstock Cllr Grant for Item 4 a) Planning – Cllr Grant is a neighbour of the applicant.
24/03/22 ETC	<b>3 - Public Speaking and Question Time</b> There were no public speakers or questions.
24/03/23 ETC	<b>4 - Planning</b> To consider the response to the following planning and licensing applications: - a) 24/00593/HHD – 22 Brook Hill, Woodstock Erection of an entrance porch and single storey rear side extension to create attached outhouse It was <b>agreed</b> that the Council has no objections to the application but would include comments that the neighbours concerns regarding plumbing noise and hardstanding should be taken in to account. b) 24/00609/HHD – 15 Oxford Road, Woodstock Demolition of extension and erection of the two storey rear extension It was <b>agreed</b> that the Council has no objections to the application c) W/24/00279/PRMA – Blenheim Lodges, Bladon New premises licence It was <b>agreed</b> that the Council has no objections to the application
24/03/24 ETC	<b>5 - Pension Policy</b> To approve Woodstock Town Council pension policy. The Clerk talked the council through this document with her recommendations and explained that this document can be amended at any time. She also informed the Council that there is a response deadline of the 31 <sup>st</sup> March and if returned late a penalty charge of £150 would be charged. <b>Decision</b> It was <b>agreed</b> that as the document could be amended at any time that the Council accept the Clerk’s recommendations and the policy be returned to OCC Pension. It was also <b>agreed</b> that the Clerk would consult the RFO on any items within the policy that may concern her as the only employee signed up at this moment in time to the scheme and that any changes would be brought to Council at a later date for agreement and for OCC to be informed of any amendments agreed. WODC Cllr J Cooper left at this point 7.20 pm
24/03/25 ETC	<b>6 - Grass Cutting Contract</b> To consider the quotes received for the grass cutting/grounds maintenance contract.

	<p>The Clerk informed the Council that she had attempted to get 3 quotes for the contract but had on received one response.</p> <p>The quote received for a 3 year contract was £10,990 per year excluding VAT with annual prices increases to be agreed.</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> to accept the quote from Nigel Pickett for the works at a cost of £10,990 per year excluding VAT for a period of 3 years with annual price increases to be agreed.</p>
24/03/26 ETC	<p><b>7 - Staff Gifts</b></p> <p>To receive an oral update</p> <p><b>Item Deferred</b> to April's meeting</p>
24/03/27 ETC	<p><b>8 - 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> <p>Proposed by Cllr Manson and seconded by Cllr Manby-Brown</p> <p>It was <b>agreed</b> unanimously to close the meeting to the public.</p> <p>The recording/filming device was turned off</p>
24/03/28 ETC	<p><b>9 - Cobbles Licence</b></p> <p>To approve the licence for the renting of the Cobble area to Brotherton's Brasserie for execution/completion.</p> <p>Cllr Lamb suggested that Clause 15 be amended to read: -</p> <p>To maintain a policy of third party and third party insurance to a sum of not less than £5,000,000.00 in connection with the exercise of the Rights and to procure the noting of the Licensor's interest on such policy of insurance and further to provide a copy to the Licensor before beginning the exercise of the Rights</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> unanimously that the Clerk would amend the wording of Clause 15 and would arrange for the Licensee to initial the change and the Clerk and the Mayor be delegated to seal and sign the amended initialled licence.</p>
24/03/29 ETC	<p><b>10 - Civil Claim</b></p> <p>To receive an oral update on the ongoing Civil Claim</p> <p>Due to the Clerk leaving the Council there were concerns about continuity until the case was complete.</p> <p>The present Clerk, although leaving the Councils employment as Clerk, has offered to continue if needed as a casual employee to assist with the Civil Claim until the case is complete.</p> <p>Cllr Grant proposed and Cllr Manby-Brown seconded the following proposal.</p> <p>That the Council approves the employment of the outgoing Clerk on a casual basis to assist with the Civil Claim.</p> <p><b>Decision</b></p> <p>It was <b>agreed</b> unanimously to approve the employment of the outgoing Clerk on a casual basis to assist with the Civil Claim.</p>
24/03/30 ETC	<p><b>11 - Close Meeting</b></p> <p>The meeting closed at 7.40pm</p>