



## 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, Banbury (Mayor), Burr, Cooper, Grant, Martin, Nethercott, Parkinson, Parnes, Poskitt, and Spencer-Churchill)**

**You are hereby summoned to attend a meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 28<sup>th</sup> May at 7pm.**

**Please be aware** that all public meetings of the Town Council are recorded by the Town Council and may also be filmed/recorded by members of the public. The Town Council cannot guarantee that members of the public will not be filmed and those who do not wish to be recorded are requested to let the Chairman know and they will be offered alternative seating arrangements in an area where they cannot be recorded. The right to record, film and to broadcast meetings of the council meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

1.	<b>Apologies for Absence</b> To receive and consider for acceptance apologies for absence.
2.	<b>Acceptance to Office</b> To complete the deferred Acceptance of Office forms
3.	<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
4.	<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>
5.	<b>Minutes of Previous Meetings</b> To consider for approval the Minutes of the Town Council held on 14 <sup>th</sup> May 2024
6.	<b>County and District Councillor's Report</b> To receive reports from OCC and WODC Councillors. (Reports to be provided)
7.	<b>Mayor &amp; Clerks Report</b> To receive an oral update from the Clerk
8.	<b>Planning</b> To consider the Councils response to the following applications: - a) 24/01268/FUL – 31 Oxford Road, Woodstock Erection of double carport with minor conjunctive alterations to planning consent 23/01186/FUL (part retrospective) b) 24/00983/FUL - Feathers Hotel 16-20 Market Street, Woodstock Erection of a single storey rear extension c) 24/00984/LBC – Feathers Hotel 16-20 Market Street, Woodstock Internal and external alterations to include the erection of a rear single storey extension To note the following appeal outcome: - d) 23/02843/HHD – 22 Flemings Road, Woodstock – Erection of a boundary fence Appeal dismissed
9.	<b>Finance</b> a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30 <sup>th</sup> April 2024 (Copy provided) b) To note the Payments Report for April 2024 (Copy provided) c) To note the Receipts Report for April 2024 (Copy provided) d) To note the Cost Centre Report for April 2024 (Copy provided)

	<p>e) To confirm and approve the bank signatories</p> <p>f) To approve the insurance quote from Zurich for £15,862.07 for the period 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025</p>
10.	<p><b>Clock Repair</b></p> <p>To consider a request from St Mary Magdalene's Church to pay for the repairs to the Church Clock at a cost of £1,187+VAT (Report Provided).</p>
11.	<p><b>Playground Repairs</b></p> <p>To approve the quote from Wicksteed for urgent repairs at: -</p> <p>a) New Road Playground at a cost of £1,309.62+VAT</p> <p>b) Budds Close at a cost of £187.50+VAT</p> <p>And to approve; -</p> <p>c) The purchase of additional of woodchip for the playgrounds from CPA Horticulture at a cost of £295.94 inc VAT for 3,600lt (60x60lt bags) including delivery.</p>
12.	<p><b>Bin Request</b></p> <p>To consider a request to install an additional waste/dog bin at Park View on the footpath that leads to the school.</p>
13.	<p><b>Tree Survey</b></p> <p>To discuss if the Council needs to have a tree survey carried out this year.</p>
14.	<p><b>Satswana</b></p> <p>To consider containing with the service provided by Satswana (Service Details Provided)</p>
15.	<p><b>Co-option of New Councillors</b></p> <p>a) To consider for adoption the Co-option Policy (Copy Provided)</p> <p>b) To discuss arrangements for advertising the current vacancy on the Council</p>
16.	<p><b>Water Meadow Policy</b></p> <p>To consider for adoption the Water Meadows Policy (Copy Provided)</p>
17.	<p><b>Working Groups and Outside Bodies</b></p> <p>a) To agree that Cllr Spencer-Churchill joins the following working groups/outside bodies: -</p> <p>i. The Environmental Working Group</p> <p>ii. Stop Botley West Group</p> <p>iii. Oxford Airport Consultation Committee</p> <p>b) To agree that Mr Maurice Parkinson (voluntary warden for the Water Meadows) joins the Environmental Working Group.</p>
18.	<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>
19.	<p><b>Property</b></p> <p>To consider the recommendation within the report (Report Provided)</p>
20.	<p><b>Civil Claim</b></p> <p>To receive an oral update on the ongoing Civil Claim</p>
21.	<p><b>Close Meeting</b></p>

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

**Signed: 22<sup>nd</sup> May 2024**