



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: 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 18th June 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.	Apologies for Absence To receive and consider for acceptance apologies for absence.
2.	Declarations of Interests To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
3.	Public Speaking and Question Time <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.	County and District Councillor's Report To receive reports from OCC and WODC Councillors. (Reports to be provided)
5.	Planning To consider the Council's response to the following applications: - <ol style="list-style-type: none">Application: 24/01381/HHD 12 Cadogan Park Removal of existing garage and conservatory. Works to include construction of single storey side extension to create storage shed, new bay window to front elevation, new roof over rear extension, re-cladding external walls in stonework, raising roof height to provide additional accommodation at first floor and alterations to fenestration.Application: 24/01309/HHD 4 Taylors Close Erection of single-storey rear extension to form family room and kitchen, loft conversion with front dormers and rear roof lights.Application: 24/01385/HHD 10 Rose Drive Proposed loft conversion with small pitched roof dormers and roof windows.Application: 24/01201/HHD 33 Robinson Avenue Erection of a single-storey rear extension to provide a summer room.Application: 24/01249/FUL Land East Of Woodstock Oxford Road Change of use from Use Class A1, A2, B1, D1 to Use Class E (Commercial, Business and Services) for 12 no. units, comprising 884sqm of floorspaceApplication: 24/01258/CLP 25 Boundary Close Certificate of Lawfulness (Construction of dormer to rear and addition of 2 vellux windows to front slope)Application: 24/01215/HHD 106 Oxford Street Erection of single-storey rear extensionApplication: 24/01485/HHD 12 Wheeler Avenue Proposed loft conversion with small pitched roof dormers and roof windowsNew premises licence application for 1 Market Place

6.	<p>Finance</p> <p>a) To receive a report from RFO (Copy provided)</p> <p>b) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st May 2024 (Copy provided)</p> <p>c) To note the Payments Report for May 2024 (Copy provided)</p> <p>d) To note the Receipts Report for May 2024 (Copy provided)</p> <p>e) To note the Internal Auditors Report for 2023/24 and the actions within</p> <p>f) To approve the year-end accounts</p> <p>g) To consider and approve the allocation of reserves</p> <p>h) To consider, approve and sign section 1 (Annual Governance statement) of the AGAR for 2023/24</p> <p>i) To consider, approve and sign section 2 (Accounting statements) of the AGAR for 2023/24</p> <p>j) To receive and note that the period of Public rights will commence on 20th June 2024 and ending on the 31st of July.</p>
7.	<p>Memorial Safety</p> <p>To approve Banbury Memorials to make safe headstones at Hensington Road at a cost of £700 + VAT if applicable</p>
8.	<p>Street Naming</p> <p>WODC has asked for the Councils opinion on which 2 of the following street names should be used at Land of Hill Rise: - Chambers Drive/Close, Briant Drive/Close, Walker Drive/Close and/or Keene Drive/Close.</p>
9.	<p>Graffiti</p> <p>To consider the following motion from Cllr Parnes (Report provide)</p> <p><u>Motion</u></p> <p>Woodstock Town Council NOTES its awareness of lurid graffiti that has remained for some 10 months on a children's play apparatus at the New Road Playground and other graffiti at the site, and RESOLVES to arrange for removal of all of the graffiti vandalism that has remained since on the play apparatus, tree and sign in the New Road Playground (Cadogan Park).</p>
10.	<p>ICO and GDPR</p> <p>To consider the following motion from Cllr Parnes (Report provide)</p> <p><u>Motion</u></p> <p>The Town Council notes that its Resolution in Minute WTC44/18 from 12th June 2018 remains substantially unimplemented and agrees to prioritise arrangements for its full implementation within the within the next six weeks, with external specialist assistance were necessary including comparable equivalents to a data protection and information management audit until an ICO audit can be arranged; or otherwise to implement requisite 'rescission rule' formalities in order to treat the Resolution in Minute WTC44/18 as rescinded (which the Proposer does not recommend) and thereby prevent further delays</p>
11.	<p>Grants</p> <p>To consider the following motion from Cllr Banbury.</p> <p><u>Motion</u></p> <p>To increase the maximum grant to any applicant to £1,000 on any one application</p>
12.	<p>Clerk's Spending Limit</p> <p>To consider the following motion from Cllr Banbury.</p> <p><u>Motion</u></p> <p>To limit the discretionary spending by the Town Clerk to a maximum of £1000</p>
13.	<p>Parking</p> <p>To discuss the parking problems that have arisen since the Parking Scheme has been implemented including the impact on local businesses, displaced parking, employees and volunteers and Hensington Road Car Park (Supporting papers provided)</p>
14.	<p>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>
15.	<p>Property</p> <p>To consider the recommendation within the report (Report provided)</p>
16.	<p>Town Clerk</p> <p>To approve the appointment of a new Town Clerk. (Report provided)</p>

17.	Civil Claim To receive an oral update on the ongoing Civil Claim
18.	Close Meeting

Meeting called by Karen Howe – Clerk for Woodstock Town Council

Signed: 12th June 2024