

Woodstock Town Council

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AGENDA PACK

Town Council Meeting 9th July 2024

Agenda Item 4	Mayors Report
Agenda Item 5a	Draft Minutes 28 th May 2024
Agenda Item 5a	Draft Minutes 18 th June 2024
Agenda Item 8	Botley Solar Farm Community Benefit Motion
Agenda Item 11	30mph Speed Limit Proposal
Agenda Item 12	Woodstock Surgery Letter
Agenda Item 13	Graffiti Motion

Report from the Mayor.

1st July 2024

I am sorry not to have been with you at the last Council meeting, due to long standing family arrangements. I know Councillor Grant will have handled the business in an experienced way, and am grateful to her for taking the meeting as my deputy.

Much work has been going on behind the scenes recently to improve the standard of the Council so that it can move forward from the situation it inherited in May.

Three tasks I identified to be done as soon as possible : the appointment of a full time Town Clerk; the revision, assessment, recording and finalising of the previous administration's accounts, and the identification and bringing forward in a financially acceptable way the underspending on work not done or completed by the past Council; and to bring our Council up to full strength by co-option of a twelfth Councillor. Our grateful thanks are due to Karen and Rachel for holding things together for so long without the proper support.

The first task was to interview and appoint a full time Town Clerk. This has been done, and we hope he will join us in August. With a full staff administration will be much improved.

Preparing the final accounts and bringing forward into this financial year all our current resources was completed at the last Council meeting. This will be backed up with the proposed financial regulations (based on the Financial Regulation recommendations published by the National Association Local Councils,) which report will be discussed in detail at the August meeting of the Council. This document was written to cover all sizes and shapes of Local Councils and we will adopt measures appropriate to the size and scale of our individual Council.

On the working groups, the new Opportunities group will, I hope, work up several schemes and plan to attract Section 106 monies as well as other outside sources. We know that this money is available, but only if we have workable, costed, schemes to offer. This is a priority as so many chances have slipped through the Council's hands in the past through being unprepared.

Later this month I am hoping to attract all who have a business in Woodstock, shops, offices and restaurants and hotels, to the Town Hall, to talk over all matters of concern and try to find ways the Council may help. I am considering an incentive for any new venture wishing to open in the Town.

On events, the Council will be more active. I hope the whole Council will be able to partake fully in the Remembrance Sunday parade on November 10th. The British Legion in Woodstock is, as elsewhere, unable to parade in numbers as before, but we all owe our freedom to those who fought in the two world wars, and we will never forget their bravery and sacrifice.

On Wednesday 12th December I will be holding a Mayor's Carol Service around the Town Hall Christmas tree, with Witney Town Band in attendance and a Carol Choir to lead the singing. and hopefully with seasonal refreshments. We will of course be supporting the Night of a Thousand Candles in late November as well.

I would like to have a tea party for volunteers and carers in February next year, to support all those who work in the care sector and appreciate the work they do, hopefully with Oxfordshire Age U.K (contact Troy Bryan 07827 23542)who have started initiatives around the Town, and will be available for assistance locally in many ways if contacted.

We are planning a Woodstock Open Garden event, probably at the end of May 2025, and a local sponsor has already been 'signed up'. I will hold an open meeting early in October for all who would like to take part or to help organize it.

I need support from all the Councillors and the leaders of the Town to make things happen. I look forward to a successful and forward-looking atmosphere in the Town. Those Councillors with a sense of humour will be welcome at the Town hall meeting on Saturday 20th July, at 4 pm - (which happens to coincide with the Mock Mayor celebrations)!



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Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 28th May 2024 at 7pm

Cllrs. present: John Banbury (Mayor), Linda Addis, Helen Burr, Ann Grant (Deputy Mayor), Elizabeth Martin, Martin Nethercott, Sharone Parnes, Elizabeth Poskitt and James Spencer-Churchill

In Attendance: Karen Howe (Clerk) & OCC Cllr Graham

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 7

24/05/17 WTC	1 - Apologies for Absence Apologies received from Cllr Cooper. Cllr Parkinson did not attend the meeting
24/05/18 WTC	2 - Acceptance to Office To complete the deferred Acceptance of Office forms The acceptance of office were duly signed by Cllrs Burr and Spencer-Churchill During the item Cllr Spencer-Churchill congratulated Cllr Banbury on being elected Mayor, Cllr Grant being elected Deputy Mayor and Cllr Poskitt on being elected as Chair of WODC
24/05/19 WTC	3 - Declarations of Interests Item 8 Planning Cllr Poskitt as she is a member of WODC Item 10 Church Clock Cllrs Grant and Poskitt due to CofE religious persuasion Cllr Parnes although not of CofE persuasion he declared having a close friend who is
24/05/20 WTC	4 - Public Speaking and Question Time 3 members of the public addressed the Council Speaker 1 spoke regarding the Water Meadow Policy and said the water meadows is valuable place and should be protected and asked if the Council could in the future re-consider passive paths to the new orchard. Speaker 2 spoke regarding item 17ii Stop Botley West Group concerns was raised concerning Cllr Spencer-Churchill private interests and how they may affect his position on outside bodies such as transport and Stop Botley West. Speaker 3 spoke regarding the detriment being caused to businesses by the parking scheme. The Mayor asked for a Councillor to bring the issue to the next meeting and Cllr Addis agreed to do this.
24/05/21 WTC	5 - Minutes of Previous Meetings To consider for approval the Minutes of the Town Council held on 14th May 2024 Decision The minutes of 14 th May 2024 were approved with amendments as a true record of the meeting and signed by the Mayor. The council agreed with Clerks request that she make the amendments and the Mayor sign the minutes the next morning
24/05/22 WTC	6 - County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors <u>County Council Report</u> The Clerk apologised for not circulating the report. Cllr Graham reported the following: - Oxford United Stadium: 'Heads of terms' have been agreed between Oxfordshire County Council and OUFC for the lease of land near Kidlington owned by OCC and proposed to be the site of OUFC's new home. A number of other key legal and partnership agreements still need to be made, including planning permission from Cherwell District Council and the production of a net zero carbon plan. Boost to cycling: OCC has approved its map for a 'Strategic Active Travel Network (SATN)'. The map has straight line walking and cycle routes between settlements in Oxfordshire and towns/villages in neighbouring counties.

	<p>Mission to eliminate road deaths: A package of measures aimed at eliminated deaths and serious injuries on Oxfordshire’s roads by 2050 (‘Vision Zero’) have been approved. Every 2 years there are currently approximately 30 deaths and 245 serious injuries on Oxfordshire’s roads. The programme has £4 million in funding for projects to be delivered by 2026.</p> <p>Community transport grants 2024-25: OCC is inviting parish/town councils to bid for community transport grants from a pot of £150,000. Last year, Watlington Parish Council was awarded a grant for a transport study. Applications from successful bidders in 2023-2024 will not be considered to give opportunity for other areas to benefit also.</p> <p>Road closures: As we approach the summer season, we will see increased work to the road network. You can keep up to date with One Network and OCC’s map tool for major highway maintenance.</p> <p>Traffic disruption Blenheim Game Fair The traffic management has been agreed and it is hoped this will be successful but there will be a lot of traffic coming to the area.</p> <p>Park and Ride to Oxford The cost is being kept a £4 to encourage the use of the Park and Ride facility The Mayor request that the Parking concerns be relayed back to OCC. For Cllr Graham to meet with Cllr Burr regarding Public Transport and with Mr Lally the Post Master regarding the Parking issues. Cllr Graham agreed to do this. Cllr Parnes asked Cllr Graham if regarding the parking the promised economic impact survey could be done. Cllr Graham asked the Cllr Parnes emailed him on this subject and went on to say he felt emails to him with questions is the best way of communication.</p> <p><u>WODC Report</u> Cllr Poskitt informed the Council that she had received an email from Catherine Bishop organiser of the Game Fair which will be at Blenheim 26th -28th July who wished to invite anyone that would like to discuss things about the Game Fair to a resident informal meeting at the Stable Café between 6-8 pm on Tuesday 4th June 2024. Please let her know if you would like to attend Cllr Poskitt will circulate the email and request someone to put it on We Love Woodstock</p>
<p>24/05/23 WTC</p>	<p>7 - Mayor’s & Clerks Reports To receive an oral report from the Mayor and a report from Clerk. <u>Mayor’s Report</u> The Mayor had nothing to report <u>Clerk’s Report</u> The Clerk reminded Councillor that they needed to send their register of interest in to west Oxfordshire by 4th June. She also advised that she has a Councillor Guide which she said she would circulate tomorrow when she was next in the office. She advised that there is a headstone in one of the Cemeteries that needs to be laid flat. It is very heavy so we need to get professional help to make it safe. The RFO has contacted a company and it is expected that the cost will be in the hundreds and once a quote has been received she would deal with it via delegated powers as it is a health and safety risk.</p>
<p>24/05/24 WTC</p>	<p>8 – Planning To consider responses to the following planning 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) It was agreed that the Council has no objections to the application but would submit the comment reiterating WTC previous comments regarding the protection of the established Cedar tree - b) 24/00983/FUL - Feathers Hotel 16-20 Market Street, Woodstock Erection of a single storey rear extension It was agreed that the Council has no objections to the application but would submit the comment asking that a construction management plan be put in place to ensure the least disruption to the Town as possible. 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 It was agreed the response would be the same as for application 24/00983/FUL</p>

	<p>To note the following appeal outcome: -</p> <p>d) 23/02843/HHD – 22 Flemings Road, Woodstock – Erection of a boundary fence Appeal dismissed Item was noted</p>
24/05/25 WTC	<p>9 - Finance</p> <p>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th April 2024 Decision It was resolved to approve the Bank Reconciliation showing a balance of £411,300.89 for the period ending 30th April 2024 and for the Mayor duly sign the reconciliation</p> <p>b) To note the Payments Report for April 2024 Payments of £23,441.64 inc VAT of £2,2021.59 for April 2024 were noted. Cllr Parnes asked about the payment of £286 for the Church Clock and was told it was for the servicing of the clock in 23/24</p> <p>c) To note the Receipts Report for April 2023 Receipts of £92,500.19 for April 2024 were noted.</p> <p>d) To note the Cost Centre Report for April 2024 The report was noted.</p> <p>e) To confirm and approve the bank signatories Decision It was agreed that Cllrs Addis, Banbury, Grant, Parkinson and Poskitt would be signatories for the Unity Trust Bank online banking account,</p> <p>f) To approve the insurance quote from Zurich for £15,862.07 for the period 1st June 2024 to 31st May 2025 Decision It was agreed to approve the quote from Zurich of £15,862.07 for the period 1st June 2024 to 31st May 2025. After the decision Cllr Grant asked is there was any possibility of a 3 or 5 year fixed agreement at this cost. The Clerk said she would ask the RFO to ask Zurich.</p>
24/05/26 WTC	<p>10 - Clock Repair</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> <p>Discussion took place about the budget that this could be funded from and the clerk advised that the grants budget would be the recommendation. There were concerns about the amount of money that had already be spent supporting the Church and this would take the figure to over £3,000. It was suggested that the Church could be asked to match fund the works.</p> <p>Cllr Parnes proposed the following amendment which was put to a vote: - To convey our support but to ask that the Church try other funding sources prior to WTC considering the matter.</p> <p>For – 2 Against – 4 Abstaining – 2</p> <p>Amendment Unsuccessful</p> <p>Cllr Poskitt proposed the following amended motion which was put to the vote: - To pay for the repairs as requested and to work with the Church to seek grants towards future repairs and for the repairs to be funded from reserves.</p> <p>For – 7 Against – 2</p> <p>Decision</p> <p>It was agreed to pay £1,187+VAT for the cost of the repairs to the Church Clock and for it to be funded from reserves. And to support the Church with seeking future grants. After the decision Cllr Martin offered to help the Church with grant bid writing.</p>
24/05/27 WTC	<p>11 - Playground Repairs</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 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> <p>The Mayor proposed the item and it was seconded by Cllr Grant</p> <p>Decision</p> <p>It was agreed to approve the quotes from Wicksteed of £1,309.62+VAT for repairs at New Road and £187.50+VAT for repairs at Budds Close and for the purchase of 3000lt (60x60lt bags) of woodchip at a cost of £295.94 inc VAT and delivery.</p>

24/05/28 WTC	<p>12 - Bin Request</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> <p>During in the discussion Cllr Parnes pointed out that sometime ago a request had been made by residents for a Bin in Samsons Lane. It was also commented that Cllr Parkinson had previous carried out a bin survey. The Clerk also informed that Council that there were other companies that offer a bin emptying service which would much cheaper than our current company.</p> <p>At 8.24 Cllr Spencer-Churchill left the meeting.</p> <p>The Council agreed with the suggestion of a bin at Park View on the footpath that leads to the school but would look into other areas that needed bins using the survey that had previously been carried out before deciding.</p> <p>It was suggested that the Clerk produce a report on the bins which covers the cost involved in purchasing new bins and the options available for emptying the bins WTC are responsible.</p>
24/05/29 WTC	<p>13 - Tree Survey</p> <p>To discuss if the Council needs to have a tree survey carried out this year.</p> <p>Decision</p> <p>It was agreed that Council should arrange for a tree survey to be carried out.</p>
24/05/30 WTC	<p>14 - Satswana</p> <p>To consider containing with the service provided by Satswana.</p> <p>Decision</p> <p>It was agreed to renew the contract for a further 12 months</p>
24/05/31 WTC	<p>15 - Co-option of New Councillors</p> <p>a) To consider for adoption the Co-option Policy</p> <p>Decision</p> <p>It was agreed to adopt the Co-option Policy</p> <p>b) To discuss arrangements for advertising the current vacancy on the Council</p> <p>Cllr Poskitt stated that is was perfectly okay for all councillors to inform any resident of the casual vacancy.</p> <p>The Councils Facebook page had temporarily been suspended until a new permanent Clerk is in place. Cllr Martin offered to share the vacancy on other platforms.</p> <p>Decision</p> <p>It was agreed that the vacancy would be advertised on all the local notice boards and on the council website</p>
24/05/32 WTC	<p>16 - Water Meadow Policy</p> <p>To consider for adoption the Water Meadows Policy</p> <p>Due in the discussion it was suggested that the wording could be slightly friendlier and it was also said it was a good starting point. It was commented that EWG will discuss the policy going forward. Cllr Burr offered to be on the Environmental Working Group.</p> <p>Decision</p> <p>It was agreed to adopt the Water Meadows Policy</p>
24/05/33 WTC	<p>17 - Working Groups and Outside Bodies</p> <p>a) To agree that Cllr Spencer-Churchill joins the following working groups/outside bodies: -</p> <ul style="list-style-type: none"> i. The Environmental Working Group ii. Stop Botley West Group iii. Oxford Airport Consultation Committee <p>There were concerns raised about Cllr Spencer-Churchill being a on the Stop Botley West Group. The Mayor said he would discuss this with Cllr Spencer-Churchill</p> <p>Decision</p> <p>It was agreed that Cllr Spencer-Churchill would join the Environmental Working Group, Stop Botley West Working Group and the Oxford Airport Consultation Committee and that Cllr Burr would join the Environmental Working Group.</p> <p>b) To agree that Mr Maurice Parkinson (voluntary warden for the Water Meadows) joins the Environmental Working Group.</p> <p>Decision</p> <p>It was agreed that Mr Maurice Parkinson join the Environmental Working Group.</p>
24/05/34 WTC	<p>Exclusion of Press and Public</p> <p>Prior to this voting on this item the Mayor called for agreement to extend the meeting for a further 15 minutes</p>

	<p>Decision</p> <p>It was agreed to extend the meeting.</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>The meeting was than asked to vote to exclude the press and public.</p> <p>Proposed by Cllr Addis Seconded by Cllr Grant</p> <p>It was agreed to exclude the press and public.</p>
<p>24/05/35 WTC</p>	<p>19 - Property</p> <p>To consider the recommendation within the report</p> <p>1) The budgeted requirement for the work in the report had not been earmarked in the 24/25 budget. The works were not carried out in 23/24 and the underspend at the end of the year was moved to reserves. £22,000 is sitting in reserves and is the suggested area of the budget for the following work to be funded</p> <p>Motion:</p> <p>Proposed by Cllr Grant seconded by Cllr Parkinson</p> <ul style="list-style-type: none"> • WTC accepts the kind offer from the contractor to adhere to the original quote of Internal redecoration of entrance and staircase £5,460 ex VAT • Redecoration of Reception Office £3,275 ex VAT and agrees to the work being carried out from October 2024 onwards. Total cost £8735 + VAT <p>Decision</p> <p>It was agreed to approve the quotes of £5,460+VAT for the redecoration of the entrance hall and staircase and £3,275+VAT for the redecoration of the reception officer</p> <p>2) Recommendation:</p> <p>WTC agrees to the partition in the Ground Floor Office be removed and flooring made good providing adequate budgetary provision is available and to include the redecoration of room 13 to generate a source of income in the future letting it as a small meeting room</p> <p>Decision</p> <p>The recommendation was agreed</p>
<p>24/05/36 WTC</p>	<p>20 - Civil Claim</p> <p>To receive an oral update on the ongoing Civil Claim</p> <p>The Clerk provided an update and the Council agreed to continue defending their position.</p>
<p>24/05/37 WTC</p>	<p>Close Meeting</p> <p>The meeting closed at 9.15pm</p>



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Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 18th June 2024 at 7pm

Cllrs. present: Linda Addis, Helen Burr, Julian Cooper, Ann Grant (Deputy Mayor), Elizabeth Martin, Martin Nethercott, Mathew Parkinson and Sharone Parnes

In Attendance: Karen Howe (Clerk)

Chair for the Meeting: Cllr Grant (Deputy Mayor)

Members of the public attended: 7

24/06/01 WTC	1 - Apologies for Absence Prior to the item the Deputy Mayor opened the meeting welcoming Councillor and members the public. She explained the Mayor Cllr Banbury was on holiday and she would be chairing the meeting and the meeting was not being recorded or filmed by the Council as the apparatus would not work Apologies received from Cllrs Banbury, Poskitt and Spencer-Churchill and OCC Cllr Graham
24/06/02 WTC	2 - Declarations of Interests Declarations of interest received from: - Item 5 Planning – Cllr Cooper as he is a member of WODC Uplands Committee
24/06/03 WTC	3 - Public Speaking and Question Time 1 member of the public addressed the Council regarding the new consultation being carried out by Botley West Solar and urged the Town Council to feed back on the need for community benefits. They were concerned that councils would be walking into accepting the £50,000 per year offered. They then went onto refer to the £5,000 per mw per year that has been secured by windfarms and if this figure was used the total would be £168m compared to £2m. Cllr Martin asked for a copy of the speaker report to be circulated and the speaker said she would email it to the Clerk.
24/06/04 WTC	4 - County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors Due to the purdah period no reports were received.
24/06/05 WTC	5 - Planning To consider responses to the following planning applications: - a) 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. It was agreed that the Council has no objections to the application b) 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. It was agreed that the Council has no objections to the application At 19.10 Cllr Burr joined the meeting. c) Application: 24/01385/HHD 10 Rose Drive Proposed loft conversion with small pitched roof dormers and roof windows. It was agreed that the Council has no objections to the application d) Application: 24/01201/HHD 33 Robinson Avenue Erection of a single-storey rear extension to provide a summer room. e) 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 floorspace During the discussion about the change of use class possible effecting the Town it was pointed out by the Clerk that Use Classes referred to had been revoked and replace with Use Class E and

	<p>this new Use Class covered the same uses as A1,A2, B1 etc. Concerns were also raised about parking, noise levels and the effect on Town Centre.</p> <p>It was agreed that the council would submit a comment covering concerns about parking, noise and the effect on the Town Centre.</p> <p>f) Application: 24/01258/CLP 25 Boundary Close Certificate of Lawfulness (Construction of dormer to rear and addition of 2 Velux windows to front slope) It was agreed that the Council has no objections to the application</p> <p>g) Application: 24/01215/HHD 106 Oxford Street Erection of single-storey rear extension It was agreed that the Council has no objections to the application</p> <p>h) Application: 24/01485/HHD 12 Wheeler Avenue Proposed loft conversion with small pitched roof dormers and roof windows It was agreed that the Council has no objections to the application</p> <p>i) New premises licence application for 1 Market Place It was agreed that the Council has no objections to the application</p>
24/06/06 WTC	<p>6 - Finance</p> <p>a) To receive a report from RFO</p> <p>i) Zurich Insurance has offered a three-year term at a discount of £1,546 per year reducing the annual premium of £15,862.07 to £14,315.37</p> <p>Decision It was agreed to accept the three-year discounted cost of £14,315.37 and the insurance would be in place until 31st May 2027.</p> <p>ii) The end of year audit shown the need to up the Council Fidelity Guarantee from £250,000 to £500,000. The RFO had already contacted Zurich to obtain the extra insurance cost this would attract.</p> <p>This was noted</p> <p>iii) The RFO informed the Council that due to an oversight the due to (it was thought to be covered by direct debit) the VAT error on corporate property, VAT to the amount of £2,493.20 had not been paid. This unfortunately incurred £13.55 interest due to late payment, The total sum paid £2,506.35 on 03.06.24 This was noted.</p> <p>iv) A quote for the annual Tree Survey has been requested from Dowdeswell</p> <p>b) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st May 2024</p> <p>Decision It was resolved to approve the Bank Reconciliation showing a balance of £412,529.53 for the period ending 31st May 2024 and for the Mayor to sign the reconciliation</p> <p>c) To note the Payments Report for May 2024 Payments of £17,985.96 inc VAT of £1,897.61 for May 2024 were noted.</p> <p>d) To note the Receipts Report for May 2024 Receipts of £19,214.60 inc VAT of £926.60, for May 2024 were noted.</p> <p>e) To note the Internal Auditors Report for 2023/24 and the actions within Cllr Parnes had several questions on this report and requested the Internal Auditor came to meet with the Council The Deputy Mayor due to being aware of the cost of the Audits time per hour suggested the first step would be for Cllr Parnes to email the questions to the RFO for her to obtain answers and if that was no then satisfactory then the Auditor would be asked to meet with Councillors. This was agreed by Cllr Parnes</p> <p>f) To approve the year-end accounts</p> <p>Decision The year-end accounts for 2023/24 were approved by the Council</p> <p>g) To consider and approve the allocation of reserves This sub item was moved to the end of Item 6</p> <p>h) To consider, approve and sign section 1 (Annual Governance statement) of the AGAR for 2023/24</p>

	<p>As required the Clerk read out the 9 points of section 1 of the AGAR and explained that the only one to answer No to was item 7 which was in progress and this was as recommended by the internal auditor.</p> <p>The Mayor called for a vote which was a named vote as requested by Cllr Parnes For 7 – Cllrs Addis, Burr, Cooper, Grant, Martin, Nethercott and Parkinson Against 1 – Cllr Parnes Abstaining 0</p> <p>Decision</p> <p>It was agreed to approve Section 1 (Annual Governance Statement) of the AGAR for 2023/24 and it was duly signed.</p> <p>i) To consider, approve and sign Section 2 (Accounting statements) of the AGAR for 2023/24</p> <p>Decision</p> <p>It was agreed to approve Section 2 (Accounting Statements) of the AGAR for 2023/24 and it was duly signed</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. The period of Public Rights was noted</p> <p>The meeting returned to item g</p> <p>g) To consider and approve the allocation of reserves Due to the extra hours being offered to the new Clerk this item was deferred until the July meeting to enable the Council to be made aware of the need to vie money to Staff Wages. The Clerk suggested Cllrs email her with suggestions for the allocation of reserves</p>
24/06/07 WTC	<p>7 - Memorial Safety</p> <p>To approve Banbury Memorials to make safe headstones at Hensington Road at a cost of £700 + VAT if applicable</p> <p>Decision</p> <p>It was agreed to approve Banbury Memorials to make sage the headstones at Hensington Road at a cost £700+VAT if applicable.</p>
24/06/08 WTC	<p>8 - 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> <p>Decision</p> <p>It was agreed by the Council that the 2 names should be Walkers Drive and Keene Close</p>
24/06/09 WTC	<p>9 - Graffiti</p> <p>To consider the following motion from Cllr Parnes</p> <p>Motion</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> <p>Cllr Parnes spoke about the motion. There was no seconder for the motion Due to the removal of most of the graffiti since the motion was submitted Cllr Parnes was as by the Deputy Mayor to withdraw the motion.</p> <p>It was agreed to refer the issue of the Graffiti to the Environment Working Group for discussion and recommendations to be presented to the Council at the next meeting. It was suggested that any recommendations should include the process for dealing with graffiti once reported including removal to attempted by Council staff first and if unsuccessful to employ a specialist firm to undertake the removal of the graffiti.</p>
24/06/10 WTC	<p>10 - ICO and GDPR</p> <p>To consider the following motion from Cllr Parnes</p> <p>Motion</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>

	<p>The motion was seconded by Cllr Grant</p> <p>Cllr Parnes spoke on the motion and a discussion took place.</p> <p>The Clerk provided an updated on the actions take to date on of the 4 items of the resolution referred to. She said all Councillors had Council email addresses, emails contain privacy statements, the training requested has not taken place and although Councillors cannot be forced to carryout training the Staff can be required to carryout the training and the final request to ask for a ICO audit had been actioned. The ICO declined the request and suggested the Council apply for an advisory check-up. The Clerk did request an advisory check-up an this was carried out in January and the report was circulated prior to the meeting. The Clerk apologised for not share it sooner but there were special circumstances.</p> <p>The motion was put to a vote. Cllr Parnes requested a name vote</p> <p>For 1 – Cllr Parnes</p> <p>Against 6 – Cllrs Addis, Burr, Cooper, Martin, Nethercott and Parkinson</p> <p>Abstaining 1 – Cllr Grant</p> <p>The discussion continued and it was agreed that Satswana the Councils GDPR Officer would be asked for</p> <ul style="list-style-type: none"> • Guidance of GDPR footer on emails • Guidance on the contradiction on the GDPR Polices on the Council Website <p>It was also suggested to approach the ICO again for an audit but it was noted this could take some time as the demand is great.</p>
24/06/11 WTC	<p>11 – 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> <p>Item Deferred</p>
24/06/12 WTC	<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> <p>The motion was not taken forward.</p> <p>Cllr Parkinson, Spencer-Churchill and Grant have been delegated to review the current Financial Regulation but due to the recent new NALC model Financial Regulation being released the group would now start afresh with the new model issued and the Clerks spending limit figure of £1000 would be included in the review.</p> <p>Council also agreed to Cllr Banbury also joining the review group</p>
24/06/13 WTC	<p>13 - 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 Hesington Road Car Park (Supporting papers provided)</p> <p>After a short discussion and guidance from the Clerk it was agreed the best course of action was for the Council to carry out their own survey on this issue.</p> <p>The Clerk will collate the comments and base the survey on them.</p> <p>It was agreed that the survey would be delivered to all households in Woodstock and available on line</p>
24/06/14 WTC	<p>14 - 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>Propose by Cllr Parkinson Seconded by Cllr Addis</p> <p>It was agreed to move the meeting into confidential session</p>
24/06/15 WTC	<p>15 - Property</p> <p>To consider the recommendation within the report</p> <ul style="list-style-type: none"> • Cllr Grant pointed out that 4 Market Street on the report should read 2 Market Street. • The council note the tenancy on 4a Market Street, 4 Park Street and 2 Market Street had been agreed and the rent increased by the current rental market value. • The Property Agent informed the Council she would look into the cost of replacing the sub meters at 4 and 4a with independent meter and would report back to council in due course. <p>Cllr Grant pointed out that the lock on all 3 doors to the Parlour were very worn and needed replacing. She suggested identical locks with keys being fitted to each door so that only one key would be needed to gain access and lessen the amount of keys to carry around.</p>

	<p>Decision</p> <p>It was agreed to replace the locks to the Mayors Parlour and for the RFO to be asked move this action forward as soon as possible as it would be within the spending allowance of the Clerk</p>
24/06/16 WTC	<p>16 - Town Clerk</p> <p>To approve the appointment of a new Town Clerk</p> <p>A report outlining the terms of employment was circulated prior to the meeting. It was also confirmed that is the applicant was approved their start date would be Monday 5th August.</p> <p>Decision</p> <p>It was agreed to appoint Valentine Lavdakov as the new Town Clerk on the terms provided in the report for this item.</p>
24/06/17 WTC	<p>17 - Civil Claim</p> <p>The Clerk provided an update including that the claim is now schedule for a public hearing in Oxford's Small Claims Court at 10am on the Monday the 12th August.</p>
24/06/18 WTC	<p>Close Meeting</p> <p>The meeting closed at 8.34pm</p>

Motion: Addressing the Need for Increased Community Benefit from the Botley West Solar Farm

Proposer: Lizzie Martin (Cllr Martin)

Seconder: Elizabeth Poskitt (Cllr Poskitt)

Date: 27/06/2024

Background

Following on from Hilary Browns speech, chair of Sustainable Woodstock on 18th June 2024, the proposed Botley West Solar Farm presents a significant development in Oxfordshire, promising to contribute to renewable energy targets and environmental sustainability. However, while the benefits of such a project are acknowledged on a broader scale, it is imperative that the local community directly affected by this development also receives adequate benefits. Understandably Woodstock Town Council remain against Botley West Solar Farm however it is important we are prepared for if/when it goes ahead and ensure that communities receive support they are entitled to.

Motion:

Woodstock Town council resolves to formally raise the issue of community benefit with respect to the Botley West Solar Farm project. Specifically, I propose that the Council:

1. Advocate for a comprehensive review and enhancement of the community benefits package currently proposed by the developers of the solar farm.
2. Send a formal communication to Rachel Wileman, the Director of Planning, Environment, and Climate Change, to express our collective view that the community benefit provisions must be significantly increased to ensure local residents see tangible and meaningful benefits from this development.

The rationale for this motion is based on the following points:

- The scale of the Botley West Solar Farm necessitates a proportional benefit to the local community.
- Adequate community benefits could include, but are not limited to, financial contributions to local infrastructure, educational programs, renewable energy incentives for local residents, and investments in community facilities.
- Ensuring that the local community directly benefits from the development can foster greater support and acceptance of the project.

Action

Upon approval of this motion, the Council will:

1. Draft and approve a letter to be sent to Rachel Wileman.

Email Draft to Rachel Wileman:

Subject: Enhanced Community Benefit from Botley West Solar Farm

Dear Rachel Wileman,

On behalf of Woodstock Town Council, I am writing to express our collective concern regarding the community benefits associated with the proposed Botley West Solar Farm. We strongly believe that the local community must see direct and substantial benefits.

Currently, the community benefits package proposed by the developers appears insufficient when considering the scale and impact of the solar farm. We advocate for a significant enhancement of these benefits to include more substantial financial contributions to local infrastructure, support for educational programs focused on renewable energy, incentives for local residents to adopt renewable energy solutions, and investments in community facilities.

We would appreciate the opportunity to discuss this matter further and explore ways to ensure that our community receives fair and meaningful benefits from the Botley West Solar Farm development.

Thank you for your attention to this important issue. We look forward to your response and to working collaboratively to achieve a positive outcome for our community.

Yours sincerely,



OXFORDSHIRE COUNTY COUNCIL

OXFORDSHIRE COUNTY COUNCIL

1. (WOODSTOCK) (SPEED LIMITS) ORDER 20**
2. (A44 WOODSTOCK TO SOUTHCOMBE) (50 MPH SPEED LIMIT) ORDER 20**

STATEMENT OF REASONS

As a result of the development of land for residential purposes adjacent to the A44 Manor Road at the northern end of Woodstock, the current 30mph speed limit is proposed to be extended northwards by 230 metres. The proposals are being put forward due to the associated construction of a new junction for access to the site and the likely increase in traffic capacity in the area and will help ensure safety for all road-users in the vicinity of the development.

The County Council continues its responsibility to consider the provision of convenient and safe movement of motor vehicles and other traffic, and the proposed measures are aimed at ensuring that danger is minimised whilst facilitating the effective and safe passage of traffic.

Date: 27 June 2024

Traffic Regulation Order & Schemes
for the Director for Environment & Place
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND.

OXFORDSHIRE COUNTY COUNCIL

1. (WOODSTOCK) (SPEED LIMITS) ORDER 20**

2. (A44 WOODSTOCK TO SOUTHCOMBE) (50 MPH SPEED LIMIT) ORDER 20**

NOTICE is given that Oxfordshire County Council proposes to make the above orders under the Road Traffic Regulation Act 1984 and all other enabling powers. The effect of the order – in response to adjacent residential development – is to extend the town's **30mph speed limit** on the A44 Manor Road northwards, from the junction with Hill Rise for a distance of approx. 230 metres in place of the existing 50mph speed limit.

The Oxfordshire County Council (Woodstock) (Speed Limits) Order 2024, and the Oxfordshire County Council (A44 Woodstock to Southcombe) (50 Mph Speed Limit) Order 2001 will be revoked/replaced as necessary.

Documents giving more details of the proposals are available for public inspection online by visiting: <https://letstalk.oxfordshire.gov.uk> Copies may be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below by the end of **26 July 2024**. The Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Order & Schemes (Ref: CM/12.6.413/P0210) for the Director for Environment & Place, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND. (Email: christian.mauz@oxfordshire.gov.uk, Telephone: 0345 310 1111)

**OXFORDSHIRE COUNTY COUNCIL
(WOODSTOCK) (SPEED LIMITS) ORDER 20****

Oxfordshire County Council, in exercise of its powers under Sections 82, 83 & 84 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 (“the Act”) and of all other enabling powers, after consultation with the chief officer of police in accordance with Part III of Schedule 9 to the Act, hereby make the following Order.

1. This Order may be cited as the Oxfordshire County Council (Woodstock) (Speed Limits) Order 202* and shall come into force on the day of 202*.
2. No person shall drive any motor vehicle at a speed exceeding 20 miles per hour in any of the roads specified in Schedule 1 to this Order.
3. No person shall drive any motor vehicle at a speed exceeding 30 miles per hour in any of the roads specified in Schedule 2 to this Order.
4. No person shall drive any motor vehicle at a speed exceeding 50 miles per hour in any of the roads specified in Schedule 3 to this Order.
5. No speed limit imposed by this Order applies to a vehicle falling within Regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011, being a vehicle used for naval, military or air force purposes, when used in accordance with regulation 3(5) of those regulations.
6. The Oxfordshire County Council (Woodstock) (Speed Limits) Order 2024 is hereby revoked.

GIVEN UNDER the Common Seal of the Oxfordshire County Council
this day of 202*.

SCHEDULE 1

20mph speed limit:

The whole length of every road in Woodstock (excluding any lengths of road specified in schedules 2 or 3) extending in the case of the respective roads leading out of the town to the following points:

a)	A44 Manor Road	a point 85 metres north of its junction with Vermont Drive
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b)	A44 Oxford Road	a point 30 metres southeast of its junction with Rectory Lane
c)	Banbury Road	a point 125 metres northeast of its junction with Budds Close
d)	Churchill Gate	its junction with the A44 Oxford Road
e)	Cadogan Park	its junction with the A44 Oxford Road
f)	Hill Rise (north & south accesses)	its junctions with the A44 Manor Road
g)	Oxford Road service road	its junction with the A44 Oxford Road
h)	Shipton Road	a point 50 metres east & south of its junction with Randolph Avenue

SCHEDULE 2

30mph speed limit:

a)	A44 Manor Road	from a point 85 metres north of its junction with Vermont Drive, northwards	to a point 36 265 metres northwest of its junction with Hill Rise
b)	A44 Oxford Road	from a point 30 metres southeast of its junction with Rectory Lane, southwards	to a point 50 metres southeast of its junction with The Cow Yards
c)	Shipton Road	from a point 50 metres east & south of its junction with Randolph Avenue, southwards	for a distance of 180 metres.

SCHEDULE 3

50mph speed limit:

a)	A44 Oxford Road	From a point 50 metres southeast of the junction with The Cow Yards	to a point 60 metres northwest of the roundabout junction with the A4095 Bladon Road.
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THE COMMON SEAL of **THE**
OXFORDSHIRE COUNTY COUNCIL
was hereunto affixed in the presence of:

Solicitor / Designated Officer

**OXFORDSHIRE COUNTY COUNCIL
(A44 WOODSTOCK TO SOUTHCOMBE) (50 MPH SPEED LIMIT) ORDER 20****

Oxfordshire County Council, in exercise of its powers under Section 84 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984, and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to that Act, hereby make the following Order.

1. This Order may be cited as the Oxfordshire County Council (A44 Woodstock to Southcombe) (50 Mph Speed Limit) Order 20** and shall come into force on the day of 20**.
2. No person shall drive any motor vehicle at a speed exceeding 50 miles per hour in the lengths of road specified in the Schedule to this Order.
3. No speed limit imposed by this Order applies to a vehicle falling within Regulation 3(4) of the Road Traffic Exemptions (Special Forces) (Variation and Amendment) Regulations 2011, being a vehicle used for naval, military or air force purposes, when used in accordance with regulation 3(5) of those regulations.
4. The Oxfordshire County Council (A44 Woodstock to Southcombe) (50 Mph Speed Limit) Order 2001 is hereby revoked/replaced as necessary.

GIVEN UNDER the Common Seal of the Oxfordshire County Council

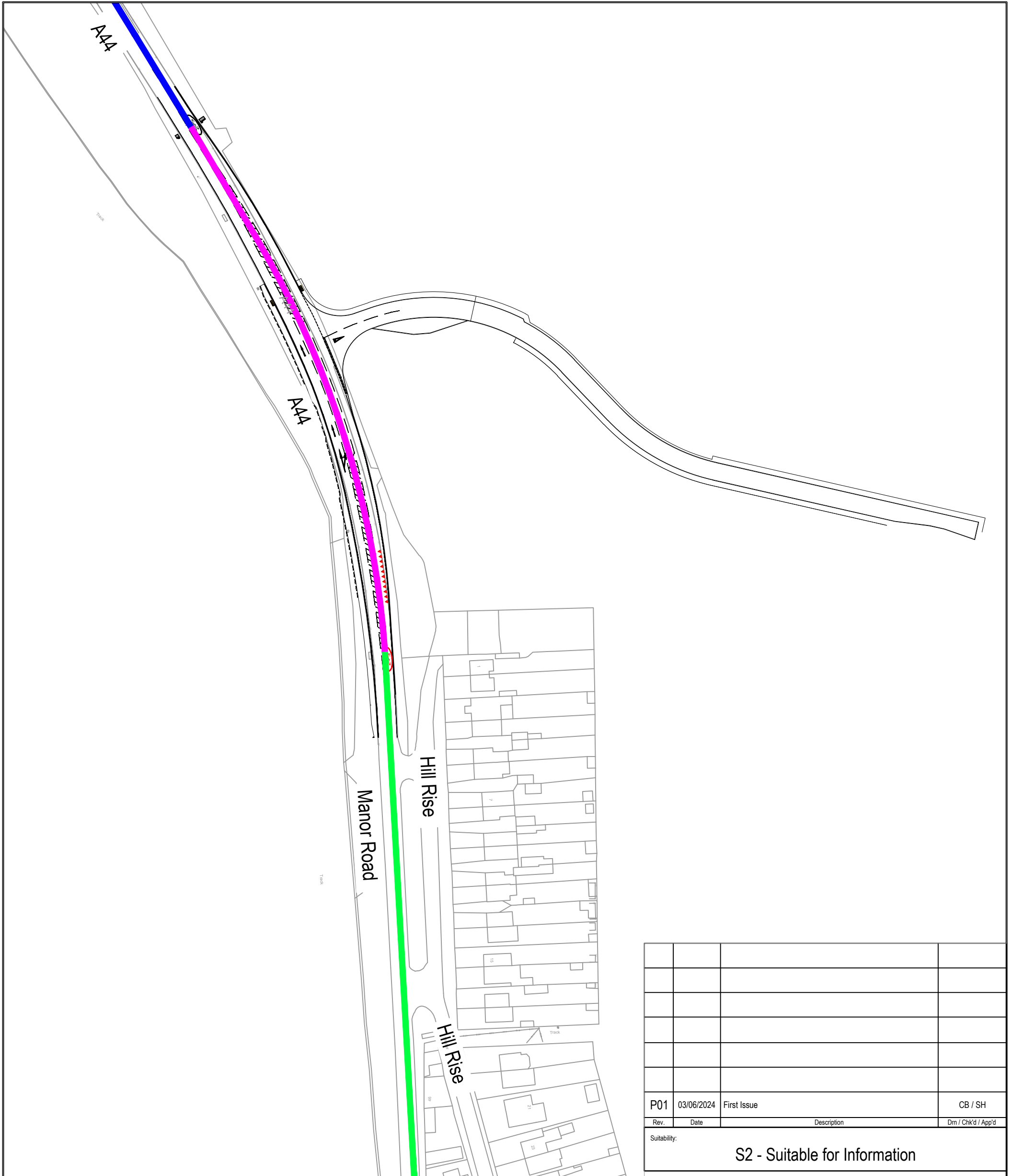
dated this day of 20**.

SCHEDULE

a)	A44 Chipping Norton to Woodstock road (southern section)	from a point 36 265 metres north of its junction with Hill Rise, Woodstock (where the road is known as Manor Road), north-westwards	to a point 95 metres south of its junction with the road running north-eastwards to Kiddington
b)	A44 Chipping Norton to Woodstock road (central section)	from a point 178 metres north-west of its junction with the road running north-eastwards to Kiddington, north-westwards	to a point 398 metres south-east of its junction with the B4022 running northwards towards Great Tew
c)	A44 Chipping Norton to Woodstock road (northern section)	from a point 290 metres west of its junction with The Drive, Enstone, northwards	to a point 500 metres north of its junction with the road leading to Lidstone.

THE COMMON SEAL of
THE OXFORDSHIRE COUNTY COUNCIL
was hereunto affixed in the presence of:

Solicitor / Designated Officer



P01	03/06/2024	First Issue	CB / SH
Rev.	Date	Description	Dm / Chk'd / App'd

Suitability: S2 - Suitable for Information

Key:

- █ Existing 30mph (no change)
- █ Proposed 30mph speed limit to replace existing 50mph speed limit
- █ Existing 50mph speed limit (no change)

Client: PYE Homes

Job: Hill Rise, Woodstock

Title: TRO Plan

Classification: FI_60_20

Scale @ A3: 1:1250

Amersham • Brighouse • Bristol • Glasgow
Hartlepool • Sheffield • Warwick

www.jnpgroup.co.uk

Project - Originator - Volume/System - Level/Location - Type - Discipline - Number

BR31040 JNP-XX-XX-DR-C-2021 P01

Document/Drawing Number

WOODSTOCK SURGERY

Dr Duncan Becker
Dr Tanya Frankel
Dr Wing Cheung
Dr Tom Fisher
Dr Maureen Obiakor

Park Lane
Woodstock
Oxon
OX20 1UD

Tel: (01993) 811452

Date 27th June 2024

To:

- **West Oxfordshire District Council**
- **Woodstock Town Council**
- **Cherwell District Council**
- **Buckinghamshire, Oxfordshire & West Berkshire Integrated Care Board**
- **Patients of Woodstock Surgery**

Subject: Urgent Concerns Regarding Planned Housing Developments and Impact on Local Healthcare Services

Dear Council Members, Integrated Care Board Representatives, and Residents,

As General Practitioner partners at Woodstock Surgery, we are writing to you to address an urgent and pressing issue that significantly impacts our community's healthcare services. Our surgery is currently operating at full capacity, with no available space to accommodate additional staff. The existing doctors are already managing patient loads that exceed those of comparable local practices.

It has come to our attention that local housing developers are planning to submit proposals for the construction of between 500 and 1000 new homes in our area. While we understand the need for housing development to accommodate a growing population, this expansion presents a considerable challenge for our healthcare provision capabilities.

Current Challenges:

1. **Space Constraints:** Our surgery has reached its physical capacity. We have tried to raise this a number of times over a number of years. We lack the space to hire additional healthcare staff or utilise the NHS national programme of 'additional roles,' which limits our ability to expand services.
2. **Patient Load:** The current doctors are managing a higher number of patients than is sustainable. This strain impacts the quality of care we can provide, and increases wait times for appointments.

3. **Resource Limitations:** Despite our best efforts, we are stretched thin in terms of medical resources and administrative support, making it increasingly difficult to maintain the high standards of care our patients deserve.

Projected Impact of Housing Development:

1. **Increased Patient Numbers:** The influx of residents from 500 to 1000 new homes will likely overwhelm our already burdened practice. We estimate a significant rise in the number of patients seeking our services, which we are not equipped to handle under current conditions.
2. **Potential Closure of Patient List:** To manage the demand and maintain a reasonable quality of care, we may be forced to close our patient list. This would mean we could no longer accept new patients, leaving many residents without access to local healthcare services.
3. **Strain on Existing Healthcare Infrastructure:** Without intervention, the new development will place additional pressure on an already strained healthcare infrastructure, exacerbating issues such as appointment availability, timely medical attention, and overall patient satisfaction.

Call to Action: We urgently request that the Local Councils and the Integrated Care Board collaborate to address this impending crisis. Specifically, we need:

1. **Funding and Support for New Premises:** Investment in new, larger premises that can accommodate additional staff and resources to ensure we have modern, flexible, and adaptable accommodation for the future.
2. **Strategic Planning:** Proactive planning to ensure that the healthcare needs of an expanded population are met without compromising the quality of care for existing patients.
3. **Community Engagement:** Transparency and engagement with the community regarding plans and measures being taken to support local healthcare services.
4. **Utilization of Section 106 Agreements:** Leveraging Section 106 of the Town and Country Planning Act 1990 to secure contributions from housing developers. These contributions can be directed towards expanding healthcare facilities to meet the increased demand, thereby ensuring that the necessary infrastructure accompanies the housing development.

We believe that with timely and coordinated action, we can mitigate the negative impacts of the housing development and continue to provide high-quality healthcare to all residents of Woodstock and the surrounding area.

Thank you for your attention to this critical matter. We look forward to your prompt response and collaborative efforts to ensure the wellbeing of our community.

Sincerely,



Drs Duncan Becker, Tanya Frankel, Wing Cheung, Tom Fisher, Maureen Obiakor
GP Partners
Woodstock Surgery

Motion from Cllr Parnes for Meeting on the 9th July 2024

In October 2023 racist and lurid graffiti vandalism appeared at the Town Council's New Road (Cadogan Park) Playground. Similar incidents around the same time were reported in a nearby village. Subsequently specialist cleaning was contracted, the then-Mayor expressed his disgust in local press, and it was eventually reported that the perpetrators had been identified and it was suggested they may but to do something for the community upon which it was noted there is further unremoved graffiti on the playground.

Some nine months later, the Playground still has lurid graffiti of a sexual nature on a children's play apparatus and the widely loved tree that has been a feature of the area for generations, near the Tennis Club parking area, is tainted red graffiti.

The sign at the gate on the New Road side also has significant graffiti vandalism on display.

Motion Proposed by Cllr S Parnes:

Woodstock Town Council RESOLVES to arrange for removal of all of the graffiti vandalism that has remained since last year on the play apparatus, tree and sign in the New Road Playground (Cadogan Park).