



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
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Interim Town Clerk: Karen Howe

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 16th April at 7pm

Cllrs. present: Nick Manby-Brown (Mayor), Linda Addis, Kate Bailey, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk), OCC Cllr A Graham and WODC Cllr J Cooper

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 12

24/04/01 WTC	<p>1 - Apologies for Absence Apologies received from U Parkinson Cllr M Parkinson and Spencer-Churchill where not in attendance. Cllr Lamb arrived at 7.02pm and Cllr Poskitt arrived at 7.05pm</p>
24/04/02 WTC	<p>2 - Declarations of Interests No declarations of interest were received.</p>
24/04/03 WTC	<p>3 - Public Speaking and Question Time 3 members of the public addressed the Council Speaker 1 – Requested an update on the OWL extension access.</p> <ul style="list-style-type: none"> • Cllr Manby-Brown informed the meeting that working on the legal position of the access was still being worked on. He also said that the fencing that was installed to stop people from using the steps until they are repaired keeps being broken down. <p>Speaker 2 – The second speaker thanked Cllr's Manson, Lamb, Bailey, and Manby-Brown for the good work they have done while on the Council.</p> <ul style="list-style-type: none"> • Cllr Manby-Brown thanked the speaker for their thanks and also for the donation they gave towards the recently purchased speaker system. <p>Speaker 3 – The third speaker also thanked the outgoing Councillors.</p>
24/04/04 WTC	<p>4 - Minutes of Previous Meetings To consider for approval the following Minutes of the Town Council</p> <ol style="list-style-type: none"> a) Minutes of the Town Council Meeting held on 9th February 2024 b) Minutes of the Town Council Meeting held on 27th February 2024 c) Minutes of the Town Council Meeting held on 12th March 2024 d) Minutes of the Extraordinary Town Council Meeting held on 27th March 2024 <p>Decision The minutes of 9th February, 27th February, 12th March, and 27th March 2024 were approved with suggested grammar amendments as a true record of the meeting and for the meetings to be signed by the Mayor the next morning once the amendments had been made.</p>
24/04/05 WTC	<p>5 - County and District Councillor's Report To receive the monthly reports from OCC and WODC Councillors</p> <p><u>County Council Report</u> Cllr Graham provided the following information in addition to his report.</p> <ul style="list-style-type: none"> • The lamps in the street lighting in Market Street are to be replaced with softer lighting rather than LEDs to eliminate glare to be more in keeping with the area. He said had been assured that it would be done if not done already. • The 20 mph signage has been introduced and although the council had agreed to the planned layout on reflection he felt there could be improvements made and would welcome comments on the signage. He asked the Council to collate comments and if possible bring them to the next council meeting. • Special Educational Needs schools - OCC has agreed to a fund to prevent children who attend SEN schools from being bused out of the County and 2 new SEN schools are being built. One was opening in Banbury called Oakwood School and the second was in process • Money had been allocated to improve road surfaces in the county, this was not for potholes but for actually completing resurfacing on several roads that were in very poor condition. Cllr Graham said that the pothole work would continue.

	<ul style="list-style-type: none"> Funding for Cycling and walking improvements has also been allocated and he would report back at a future meeting once the infrastructure has been looked at to accommodate improved facilities for healthy living. <p>Cllr Graham offered to take questions.</p> <ul style="list-style-type: none"> Cllr Lamb asked if the change to the street lights also included the High Street. Cllr Graham said the he believed that the whole of the town centre would be included. Cllr Bleakley asked if there was any update on the Library. Cllr Graham said there was no update at the moment and that he was waiting for one more hurdle to be passed and once this has happened he would then be in a position to share more information, although they are awaiting further designs. Cllr Bailey asked if there was any update on the opening of the nursery facility on the Park View estate. It was meant to open in November, then it was delayed until March but it is still not open. Cllr Graham said that he would bring the issue up with Blenheim as they are very much involved. Cllr Bailey informed Cllr Graham that the building belongs to OCC and it would be helpful to have an update on how it will be moved forward, it would be lovely for the community to have the facility. Cllr Graham asked if the Clerk could send him an email regarding the issue as this would help him to get a response from OCC officers. He advised that if anyone converses with Councillors or Officers to make sure it is via email as it makes tracking questions etc easier. A member of the public raised concerns over the dangerous state of the road near Woodstock House. They said it was due to the heavy lorries that the developer used and that the developer had agreed that they were responsible for re-surfacing the road. Would you be able to attend to the problem, please? They also made comments about a recent newspaper article about the Solar Farm and that the journalist had visited the two new Blenheim developments and that they had noted that there was no solar on any of the roofs. They also commented on the increase of vehicles using the Town Gate and that they believe this contravenes a gentlemen's agreement that was in place a few years ago which was to not let vehicles use the Town Gate as a point of entry for visitors. Cllr Graham said that solar on the roofs of the developments was a District Council issue. He also said that he is overdue a meeting with Blenheim and that he would ask about the use of the Town Gate entrance. He said the issue with Rectory Lane is a highway matter and he would look into the issue. <p><u>WODC Report</u></p> <p>Cllr Cooper said that there had been judicial review granted on the Salt Cross development at Eynsham which is making the developer place solar panels on houses.</p> <p>Cllr Cooper offered to take questions. No questions were asked,</p>
24/04/06 WTC	<p>6 - Mayor's Reports</p> <p>Cllr Manby-Brown said that this was his last report as Mayor.</p> <p>He wished the new Council every success in the future and welcomed the 3 new councillors and 2 ex-councillors to the Council. He then thanked outgoing Cllr's Manson, Bailey, Bleakley, and Lamb and said they had been a huge help to the Council and the Town and that they would be missed.</p> <p>He thanked the 3 members of staff and said that working with them had been one of the highlights of his year as Mayor.</p> <p>He finished by saying that we can all be proud of what we have all achieved and that we leave the Council in a good financial state.</p>
24/04/07 WTC	<p>7 - Finance</p> <p>a) To approve and sign the Bank Reconciliation for the period ending 31st March 2024</p> <p>Decision</p> <p>It was resolved to approve the Bank Reconciliation showing a balance of £342,242.34 for the period ending 31st March and for the Mayor to sign the reconciliation</p> <p>b) To note the Payments Report for February 2024 Payments of £30,906.38 inc VAT of £3,785.80 for February 2024 were noted.</p> <p>c) To note the Receipts Report for February 2024 Receipts of £32,000.12 inc VAT £4,211.62 for February 2024 were noted.</p> <p>d) To note the Payments Report for March 2024 Payments of £10,786.78 inc VAT of £932.65 for March 2024 were noted.</p> <p>e) To note the Receipts Report for March 2024 Receipts of £13,426.50 inc VAT of £0 for March 2024 were noted.</p>
24/04/08 WTC	<p>8 – VAT</p> <p>a) To note the outcome of a recent review of the treatment of VAT received and paid by the Council.</p>

	<p>The meeting was informed that after a review of commercial rental income has been shown that the Council has not paid £8,499.19 of VAT to HMRC. The internal auditor has helped the RFO to sort out this issue and there should be no penalties or interest to pay Cllr Parnes asked if this cost would be paid from an existing budget or if it could be written off. The Clerk advised it would need to be paid from existing budget provision. The council noted the underpayment of VAT to HMRC from the rental income from the Council's commercial properties to the sum of £8,499.19.</p> <p>b) To approve instructing DCK to review the VAT Partial Exemption for 2022/23 and 2023/24 at a cost of £235 + VAT for each year Cllr Grant raised a point that the Council had agreed to DCK to review the VAT Partial Exemption for 21/22 and that the councillors had not been sent the report. Cllr Grant requested that the report for 21/22 be sent to all councillors and that the reports for 22/23 & 23/24 be circulated once completed.</p> <p>Decision The council agreed for the company DCK to review the VAT Partial Exemption for 2022/23 and 2023/24 at a cost of £235 + VAT for each year.</p> <p>Cllr Bleakley left the meeting at 7.31pm and returned at 7.36pm</p>
24/04/09 WTC	<p>9 - Re-allocation of Expenditure</p> <p>To approve the re-allocation of the payment made towards the cutting of a tree in St Mary's Church from the Civic Budget to the Grass Cutting Budget</p> <p>The report that was circulated prior to the meeting was discussed. During the discussion it was agreed that a Civic Budget Policy should be produced.</p> <p>Decision It was agreed that the Council retrospectively approve that the £500 expenditure be covered by the underspend on code 4402 Churchyard Grass Cutting which has an underspend of £624.83.</p>
24/04/10 WTC	<p>10 – Staff Gifts</p> <p>To discuss the gifting of vouchers to staff.</p> <p>The report provided by the clerk, which included the internal auditor's opinion that no breach of the Council's financial regulation had occurred, was discussed.</p> <p>Cllr Parnes raised that a previous report was circulated at a previous meeting prior to the item being deferred. The Clerk apologised to Cllr Parnes for including her own opinions/comments in the report which directly referred to Cllr Parnes,</p> <p>During the discussion, there were various comments made. Some Councillors still felt that there was a breach of financial regulations. Other Councillors raised concerns about the way the issue was taken to the Oxford Mail, that internal council emails had been sent to the Oxford Mail, and that the issue should have come to the Council first and not the papers.</p>
24/04/11 WTC	<p>11 - London Oxford Airport Consultation</p> <p>To consider a response to the recent consultation regarding Airspace Change Proposal</p> <p>It was agreed that the Clerk would respond requesting to be kept informed of any future consultation especially any that involve changes to any change in flight paths.</p>
24/04/12 WTC	<p>12 - Cemetery Policy</p> <p>To approve the revised Cemetery Policy.</p> <p>The Cemetery Policy was reviewed due to the RFO recently attending a course regarding memorial testing.</p> <p>Amendment to paragraph 7.5 was requested and accepted.</p> <p>Cllr Manson asked about the signage that is not yet in place regarding keeping graves tidy. The Clerk said she would check what has happened.</p> <p>It was agreed to adopted the Cemetery Policy with agreed amendments.</p>
24/04/13 WTC	<p>13 - Memorial Stability Testing</p> <p>To approve the payment of up to 30 additional hours for the RFO to carry out Memorial Stability Testing.</p> <p>The Council were informed that the RFO had recently completed training which enables her to carryout the testing rather than the Council employ a professional company to carry out the testing.</p> <p>Cllr Grant said this would be a great advantage to the Council to ensure that the Council is conforming to the required Health and Safety. And that it would also be a financial benefit to the Council to be able to deal with this in house.</p> <p>Decision</p>

