



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216 Website: www.woodstock-tc.gov.uk
Interim Town Clerk: Karen Howe

Minutes of the Annual Town Council meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th May at 7pm

Cllrs. present: Nick Manby-Brown (Outgoing Mayor), Linda Addis, John Banbury, Julian Cooper, Ann Grant, Elizabeth Martin, Martin Nethercott, Mathew Parkinson, Sharone Parnes and Elizabeth Poskitt

In Attendance: Karen Howe (Clerk) and OCC Cllr A Graham

Chair for the Meeting: Cllr Manby-Brown

Members of the public attended: 9

24/05/01 WTC	<p>1 - Election of Town Mayor and the Signing of Declaration of Acceptance of Office</p> <p>Before the election of the new Town Mayor, the outgoing Mayor welcomed the attendees and informed them that the meeting was being recorded both visually and audio.</p> <p>He then read from an email from WODC to clarify that until the new Mayor is elected the outgoing Mayor holds the position of office until their successor is elected regardless if they stood for re-election.</p> <p>He then welcomed the new Councillors and asked if everyone at the table could introduce themselves which they duly did.</p> <p>Before requesting nominations for Mayor he said that he was proud and privileged to have been Mayor and that it had been an honour.</p> <p>The retiring Mayor called for nominations.</p> <p>Cllr Banbury was nominated by Cllr Poskitt and seconded by Cllr Copper</p> <p>Cllr Grant was nominated by Cllr Parkinson and seconded by Cllr Parnes</p> <p>The nominations were put to the vote in the order they were nominated. Cllr Banbury received 5 votes and was therefore elected as Mayor</p> <p>Cllr Banbury signed the acceptance of the Office form and addressed the Council with suggestions for how the new Council could move forward.</p>
24/05/02 WTC	<p>2 - Election of Deputy and the Signing of Declaration of Acceptance of Office</p> <p>The Mayor called for nomination for the Deputy Mayor</p> <p>Cllr Grant was nominated by Cllr Parkinson and seconded by Cllr Poskitt. There being no other nomination Cllr Grant was duly elected as Deputy Mayor.</p> <p>Cllr Grant signed the acceptance of Office form</p>
24/05/03 WTC	<p>3 - Apologies for Absence</p> <p>Apologies were received from Cllrs Burr and Spencer Churchill</p> <p>As they were not present to sign their Acceptance of Office it was proposed by Cllr Parkinson and seconded by Cllr Grant that:</p> <p>The council agrees to Cllr Burr and Spencer Churchill signing their acceptance of Office statement at the next meeting Tuesday 28th May 2024</p> <p>Decision</p> <p>This was agreed unanimously.</p>
24/05/04 WTC	<p>4 - Declarations of Interests</p> <p>Item 10 Planning –</p> <p>Cllr Cooper as he is a member of WODC Uplands Committee and also knows the applicant for item 10c</p> <p>Cllr Grant as she knows the applicant for item 10c</p> <p>Cllr Poskitt as she is a member of WODC</p>
24/05/05 WTC	<p>5 - Minutes of Previous Meetings</p> <p>To consider for approval of the Minutes of the Town Council Meeting held on 16th April 2024.</p> <p>Decision</p>

	The minutes of the meeting held on Tuesday 16th April were agreed with one amendment and the Mayor duly signed the minutes as true and accurate record
	The Mayor proposed that due to the importance of Items 9,10,11 and 12 that they be brought forward on the agenda. The was agreed unanimously
24/05/06 WTC	<p>9 – Finance</p> <p>a) To approve the renewal of the Council Insurance (Quotes to be provided) Due to quotes not being received this the item was deferred until the meeting of Tuesday 28th May 2024</p> <p>b) To approve the renewal of the annual subscription to Adobe at a cost of £238 inc VAT</p> <p>Decision It was agreed that the Council would renew the annual subscription to Adobe at a cost of £238 inc VAT</p>
24/05/07 WTC	<p>10 - Planning</p> <p>To consider the Council's response to the following planning applications: -</p> <p>a) App 24/00867/HHD – 88 Manor Road - Erection of a single storey rear extension It was agreed that the Council has no objections to the application</p> <p>b) App 24/00639/ADV – 34 High Street - Erection of a free standing display screen internally within the shop front</p> <ul style="list-style-type: none"> • The Council declared and interesting this application as Breckon and Breckon are their Property Agents • The Council wished to make one comment that the internal screen should have time restrictions on it is in use. <p>It was agreed that the Council has no objections to the application but would make the above comment.</p> <p>c) App 24/00770/HHD – 58 Banbury Road - Erection of single storey rear, side and front extensions. Conversion of loft space to create additional living space, with addition of dormer to rear roof slope. Formation of vehicle access and parking area to front of property.</p> <ul style="list-style-type: none"> • Cllr Grant took no part in this discussion • The council had no objections to this application but noted that due to the narrowness track between this property and the neighbouring property access should not be used for construction vehicles. <p>It was agreed that the Council has no objections to the application but would make the above comment regarding construction access.</p> <p>d) App 24/00987/HHD – 15 Cadogan Park - Erection of single and two storey rear extensions and new chimney</p> <p>It was agreed that the Council has no objections to the application</p> <p>The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item and this was agreed unanimously</p>
24/05/08 WTC	<p>11 - Motion</p> <p>To Consider the following motion by Cllr Parnes seconded by Cllr Grant <i>Woodstock Town Council acknowledges its appreciation for the helpfulness and work of the West Oxfordshire District Council's Returning Officer and the Electoral Services team, the Democratic and Legal Services team, and the casual staff at the polling stations and election count, for their helpfulness and dedication in this month's elections and during the preceding recent weeks.</i></p> <p>Decision It was agreed that WTC would write to WODC thanking them for their work during the elections. This was agreed unanimously</p>
24/05/09 WTC	<p>12 - Town Clerk Cover</p> <p>a) To approve a temporary Proper Officer</p> <p>Although the Clerk has resigned from the Council she agreed to continue on a temporary basis while the recruitment process is taking place. But she would be reducing her hours to</p>

	<p>only be working on a Wednesday and this would be for between 4-6 hours and she would also cover meetings.</p> <p>Decision</p> <p>It was agreed to the temporary extension to the Clerk contract.</p> <p>b) To agree which two Councillors will have temporary access to the Clerks email. As the Clerk was staying temporarily this item was not needed</p>
	<p>The council then returned to the rest of the Agenda starting with item 6</p>
<p>24/05/10 WTC</p>	<p>6 - Appointment of Members to Committees, Working Groups and other WTC Roles</p> <p>To Appointment Members to the following Groups: - Note: The recommended number of members for each committee, group etc is in brackets.</p> <p>a) Finance and Assets Working Group (5)</p> <p>A discussion took place and it was proposed that the Council would not to continue with a Finance and Asset Working Group and Cllr Parkinson proposed the following: -</p> <p>i) A Council Member of Finance (CMfF) be appointed ii) A Council Member for Property (CMfP) be appointed iii) The asset register as per Financial regulation be overseen by the RFO iv) The s106 provision should come under finance v) Grants to come under finance</p> <p>These proposals were put to the Council.</p> <p>Decision</p> <p>i) Cllr Poskitt put herself forward to be CMfF This was agreed unanimously</p> <p>ii) The Mayor (Cllr Banbury) proposed Cllr Grant for the position of CMfP seconded by Cllr Cooper. This was agreed unanimously</p> <p>iii) The asset register as per Financial regulation be overseen by the RFO This was agreed unanimously</p> <p>vi) The s106 provision should come under finance This was agreed unanimously</p> <p>b) S106 Working Group It was agreed that the s106 provision should be included under Finance</p> <p>c) Grants Working Group (3-4) No decision made</p> <p>d) Staffing Working Group (5) It was agreed that Cllrs Grant, Martin and Poskitt form the Staffing Working Group</p> <p>e) Environmental Working Group (5) It was agreed that Cllrs Grant, Nethercott, Parkinson and Parnes form the Environment Working Group</p> <p>f) Website, Social Media and Newsletters Working Group (2-5) It was agreed to defer this to a future date</p> <p>g) Christmas Lights Working Group (2-3) The council agreed that the Christmas Lights and the Events working Group should be amalgamated.</p> <p>h) Events Working Group (2-5) The council agreed that the Christmas Lights and the Events working Group should be amalgamated and that Cllrs Addis, Cooper and Martin form the Events Working Group.</p> <p>i) Emergency Planning & Counter Terrorism (2) It was agreed that the group would be renamed Emergency Action Group and the Mayor Cllr Banbury and the Deputy Mayor Cllr Grant form the Emergency Action Group</p>

	<p>j) OALC (1) It was agreed that the Mayor Cllr Banbury would be the responsible Councillor.</p> <p>k) International Connections (1) It was agreed that the Mayor Cllr Banbury would be the responsible Councillor</p> <p>As there are still vacancy on some groups it was agreed this would discussed at the next council meeting</p> <p>The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item.</p> <p>This was agreed unanimously</p>
<p>24/05/11 WTC</p>	<p>7 - Appointment of Members to Serve on Joint Ventures and Outside Bodies</p> <p>The recommended number of members are in brackets Joint Ventures: -</p> <p>a) Traffic Advisory Working Group (3) It was agreed that Cllrs Parkinson, Parnes and Nethercott would represent the Council</p> <p>b) Community Development Group (3) It was confirmed that this was a 3 year projected that has now been completed Cllr Grant suggest reinstating the Town and Palace dialogue meetings. Mayor disagree announced he had an appointment with Dominic Hare of Blenheim Estate and he would investigate the possibility of reinstating such a group where the public were also involved and he would report back to council</p> <p>c) WODC Parish/Town Liaison (1 + Town Clerk) It was agreed that the Mayor Cllr Banbury and the Clerk would represent the Council</p> <p>d) Stop Botley West Group (3) Cllrs Banbury, Parnes and Spencer-Churchill It was agreed that the Mayor Cllr Banbury and Cllr Parnes would represent the Council</p> <p>e) Public Transport (2) It was agreed that Cllrs Parkinson and Nethercott would represent the Council</p> <p>f) Bloom (1) It was agreed that Cllr Poskitt would represent the Council</p> <p>g) A44 Group (2) Item deferred</p> <p>h) Relief in Need (1) It was agreed that Cllr Poskitt would represent the Council</p> <p>i) Exhibition Fund (1) It was agreed that Cllrs Poskitt and Martin would represent the Council</p> <p>j) Oxford Airport Consultant Committee (1 + authorised stand in) It was agreed that Cllrs Parnes and Spencer Churchill would represent the Council</p> <p>k) Village Travel Network (1) It was agreed to amalgamated this group with Traffic Advisory Group</p> <p>l) Other groups not listed above No other groups identified</p> <p>The Mayor called for a confirmation vote that all councillors agreed with the decisions made on this item</p> <p>This was agreed unanimously</p>
<p>24/05/12 WTC</p>	<p>8 - Review of Professional Bodies Used by Woodstock Town Council</p> <p>To note that the professional bodies currently used by WTC are: -</p> <p>a) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth) Noted</p> <p>b) Property Agent – Breckon & Breckon (contract expired 23/24) Noted</p> <p>c) Bank – Unity Trust Bank Noted</p>

