



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 28th May 2024 at 7pm

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

In Attendance: Karen Howe (Clerk)

Chair for the Meeting: Cllr John Banbury

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.</p> <p><u>Mayor’s Report</u> The Mayor had nothing to report</p> <p><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: -</p> <p>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 -</p> <p>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.</p> <p>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</p> <p>Appeal dismissed</p> <p>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</p> <p>Decision</p> <p>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</p> <p>Payments of £23,441.64 inc VAT of £2,2021.59 for April 2024 were noted.</p> <p>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</p> <p>Receipts of £92,500.19 for April 2024 were noted.</p> <p>d) To note the Cost Centre Report for April 2024</p> <p>The report was noted.</p> <p>e) To confirm and approve the bank signatories</p> <p>Decision</p> <p>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</p> <p>Decision</p> <p>It was agreed to approve the quote from Zurich of £15,862.07 for the period 1st June 2024 to 31st May 2025.</p> <p>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: -</p> <p>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: -</p> <p>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.</p> <p>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</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> <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 continuing 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> <ol 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 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>18 - 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>