



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 18th June 2024 at 7pm

Cllrs. present: Linda Addis, Helen Burr, Julian Cooper, Ann Grant (Deputy Mayor), Elizabeth Martin, Matt 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 has no objections to the application and would submit a comment covering concerns about parking, noise and affecting 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>
<p>24/06/06 WTC</p>	<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. 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 not 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 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 safe 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>