



Woodstock Town Council

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

To: Members of the Council (Cllrs: Addis, Banbury (Mayor), Burr, Cooper, Grant, Martin, Nethercott, Parkinson, Parnes, Poskitt, and Spencer-Churchill)

You are hereby summoned to attend a TOWN COUNCIL MONTHLY meeting of the Woodstock Town Council to be held in The Town Hall, Woodstock on Tuesday 10th September 2024 at 7:00 pm

Please be aware that the Town Council records all public meetings and that members of the public may film/record them as well. Members of the public must understand that if they do not want to be recorded, they should not attend the meeting because the Chairman cannot supply alternative seats and ensure that members of the public will not be recorded. The right to record, film and to broadcast meetings of the council meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

1.	Apologies for Absence To receive and consider for acceptance apologies for absence.
2.	Co-option/Casual Vacancy To consider the application for co-option to fill the casual vacancy on Woodstock Town Council and agree to carry out a signed ballot.
3.	Declarations of Interests To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct
4.	Public Speaking and Question Time <i>This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed</i>
5.	Minutes from Previous Meetings To consider for approval the following Minutes of the Town Council a) Minutes of the Extraordinary Town Council Meeting held on 24 th July 2024. (Copy provided) b) Minutes of the Extraordinary Town Council Meeting held on 13 th August 2024. (Copy provided)
6.	Mayor and Clerks Reports (verbal report) a) To receive a report from the Mayor b) To receive a report from the Clerk (Copy provided)
7.	County and District Councillor's Report (reports to follow) To receive reports from a) OCC Cllr (Report to follow) b) WODC Councillors. (D Cllr Cooper and D Cllr Poskitt – Copy provided)
8.	Planning To consider the Council's response to the following applications: a) Licence Ref: W/24/00967/PAVLIC Location: Kings Arms Hotel 19 Market Street Details: Pavement licence for tables and chairs b) To consider a response to Botley Solar Farm Veteran Tree Targeted Consultation (details provided) c) To consider a response to the review of the National Planning Policy Framework (NPPF) d) To consider a response to WODC's Community Infrastructure Levy consultation (details provided)
9.	Finance a) To approve and sign the following: i. To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30 th June 2024 and 31 st of July (Copy provided) ii. To note the Payments Report for June 2024 (Copy provided) To note the Receipts Report for June 2024 (Copy provided) iii. To note the Payments Report for July 2024 (Copy provided) To note the Receipts Report for July 2024 (Copy provided) iv. To note the Cost Centre Report for July 2024 (Copy provided) v. To consider and approve the allocation of reserves

	<p>b) Budget decisions</p> <ul style="list-style-type: none"> i. To agree £20,000 of the 23/24 reserved budget to be transferred to the salary allowance. ii. To consider the cost of Christmas light and allocation from 23/24 reserves if needed. iii. New Laptop (Copy of the quote provided). iv. To approve the quote from Microshade for additional MSOffice License (Copy provided) v. To approve the quote for Maintenance in Hensington Road Cemetery.
10.	<p>Motions other motions will be included in reports</p> <p>No motions were submitted</p>
11.	<p>a) Working Groups</p> <ul style="list-style-type: none"> i. Review of Councillor's Roles (Copy provided) ii. To agree on Chair and Deputy Chair of all Working Groups (Copy provided) <p>b) Environmental Working Group</p> <p>To agree the following:</p> <ul style="list-style-type: none"> i. Graffiti: Recommendation – Urgent action taken when any Graffiti is reported <ul style="list-style-type: none"> - The council's caretaker inspects and removes any graffiti where possible - If the caretaker is unable to remove the graffiti, the council will hire an expert service to deal with it. - Before the invoice is paid, the Clerk will confirm that the removal was satisfactory. ii. Signage for the Water Meadow: Recommendation - Many of the signs in the Water Meadows need to be updated and replaced with new ones, along with other signage. <p>Recommendation:</p> <ul style="list-style-type: none"> - WTC agrees that the Clerk, RFO and our Volunteer Warden Mr Maurice Parkinson are delegated to oversee the new signage with a maximum budget of £6,000 - To agree the ROSPA quote to do the survey for the cost of £1,575. ROSPA budget allowance for 24/25 £2,200 (Copy provided) - To consider a quote for replacing the gates at Rosamond Playground (to follow). <p>c) Events Working Group</p> <p>To receive and note the report from the Events Working Group held on Monday 29th July 2024 (Copy provided). To receive and note the report from the Events Working Group held on Monday 2nd September 2024 (Copy provided)</p>
12.	<p>Public EV Charger (Copy Provided)</p>
13.	<p>Property Report</p> <ul style="list-style-type: none"> a) To receive the Property Report and consider any quotes/recommendations there in Breckon & Breckon (Copy provided) b) To consider the updated Terms of Hiring (Copy provided) <ul style="list-style-type: none"> i. The Town Hall: Assembly, Room Kitchen and Room 13 ii. The Community Centre Main Hall and Kitchen
14.	<p>Parking Survey</p> <p>To discuss and confirm questions about the Parking Survey</p>
15.	<p>Drs Surgery</p> <p>To receive a report from Cllr Grant (Copy provided)</p>
16.	<p>Urgent Planning Committee</p> <p>To receive a report from Cllr Grant (Copy provided)</p>
17.	<p>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>
18.	<p>Staff Review/Restructure (confidential – report from the Clerk)</p> <p>To receive a report from the Town Clerk</p>
19.	<p>Close Meeting</p> <p>The meeting closed at</p>

Meeting called by Valentin Lavdakov – Clerk for Woodstock Town Council

Signed: 4th September 2024