



Woodstock Town Council The Town Hall, Woodstock, Oxford, OX20 1SL
Town Clerk: Valentin Lavdakov

Approved Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall, Woodstock on Tuesday 10th September 2024 at 7:00pm

Cllrs. Present: Cllrs Banbury, Grant, Lancaster (previously know as Parkinson), Cooper, Addis

In Attendance: Town Clerk Valentin Lavdakov
Former Clerk Karen Howe
OCC Cllr Graham

Chair of the Meeting: Cllr Banbury (Mayor)

Members of the Public 8

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| 24/09/01 WTC | 1. Apologies for Absence Apologies were received from Cllrs: Burr, Martin, Nethercott, Parnes, Poskitt and Spencer-Churchill |
| 24/09/02 WTC | 2. Co-option/Casual Vacancy To consider the application for co-option to fill the casual vacancy on Woodstock Town Council The Council agreed to and carried out a signed ballot. The Clerk counted the votes and announced that Sarah Williams was duly elected to fill the casual vacancy Confidential Papers <ul style="list-style-type: none"><i>The Mayor requested that Councillors handed in to the Clerk their pink confidential papers with personal co-option information included to be shredded and to delete any information regarding Co-option they may have on email to insure Data Protection was adhered to.</i> |
| 24/09/03 WTC | 3. Declarations of Interests Item 8 Planning Cllr Cooper as member of the WODC Uplands Committee |
| 24/09/04 WTC | 4. Public Speaking and Question Time There were no public speakers |
| 24/09/05 WTC | 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. Decision The minutes of the Extraordinary meeting held on Wednesday 24 th July were approved with amendments as an accurate record of the meeting and signed by the Mayor b) Minutes of the Extraordinary Town Council Meeting held on 13 th August 2024. Decision The minutes of the Extraordinary Town Council Meeting held on Tuesday 13th August 2024 were agreed as an accurate record of meeting and signed by the Mayor |
| 24/09/06 WTC | 6. Mayor and Clerks Reports (verbal report) a) To receive a report from the Mayor The Mayor Cllr Banbury reported: In the last week after the Agenda came out McCarthy and Stone have shown interest in the old Police station site and wish to develop homes for retired people on this site. This is just an indication given by post to the neighbours and we have no further information and is sorry to |

say this looks like a combined development of the car park and Police station site which is a shame. There will be more about this later when it comes forward for planning.

b) To receive a report from the Clerk
 The Clerk spoke to his report with regard to outstanding matters and pointing out there would be some budgetary requirements. The Clerks full report is attached as an appendix to these minutes

The Mayor thanked the Clerk for his hard work on this.

Cllr Grant pointed out that at item 9 on the Agenda the council were being asked to consider and approve allocation of the 23/24 reserves and asked the Clerk if he could give any indication of the financial allocation he would need to carry out the work listed in his report. The Clerk informed the council that he would have a clearer view of cost ready for the October meeting.

24/09/07
 WTC

7.County and District Councillor’s Report
 a) **OCC Cllr Graham**
The Mayor invited Cllr Graham was to give an oral report.

Coach parking in the town
 Cllr Graham has made personal representation with the Chinese restaurant and the Bear Hotel and informed them the County Council will be reviewing the Coach Parking regarding the coaches that park in the town other than to unloading. The coaches do not park where they should do, which is Bladon Chain. The Chinese restaurant does actually have a helpful map to give the Coach Drivers so they know where to park. He informed them that they need to bear in mind that action will be taken if they don’t abide by the coach parking facility and park in the town. He will report back on how this goes.

Health Centre
 Meeting with the Mutual Oxford partnership of which I am the Chairman of the planning committee of the partnership which is a partnership of all councils and when it comes to strategic issues like public health it the place to where we can take it. So, Judy Dandridge from the ICB and Peter Redmond, who is part of the (BOB) Berkshire, Oxfordshire and Buckinghamshire Integrated Trust together, have some responsibility. We have a meeting on Friday at which we are going to look at the better working relationship, a better understanding of the planning issues that BOB are actually facing so that we can address it and also planning for health care structure. ‘That’s’ the remit of the meeting on Friday and I am very happy to report back on that because this is something that is very close to every one’s heart and something we want to see some action on but at least I think it’s a step in the right direction and let’s see what we can actually get out of that, because we’ve got to move this forward.

Linked to that, is, today Layla Morarn who is the MP for Oxford West & Abingdon has been appointed the chair of the Health and Social Care Committee in Parliament which kind of gives us a route to ensure that the issues that are being raised within our community does get to Parliament. It is my intension to ensure that future meetings of the Oxfordshire partnership and our issue that we face here combined, are brought to her so this can be a useful conduit for pressurising government it’s a small party committee.

Street Lighting
 This is ongoing and I don’t know if its been resolved, in the High Street here, there were some complaint from a resident that the appropriate dimmer lighting had not been done, but I haven’t double checked it. If anyone here, at night does go along there, you will see the difference of these big square floodlights, they are supposed to be angled down and not a bright light because that just reflects into peoples houses.

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| | <p>Art Competition He informed the council he had been asked to judging an Art Competition whilst in Australia using virtual technology and how amazing this virtual availability was.</p> <p>c) WODC Councillors. Cllr E Poskitt and J Cooper There was no question to Cllr Cooper.</p> <p>Cllr Grant said on the back of the WODC report she thought Woodstock Council should thank the residents of Woodstock that helped so greatly during the recent disruption in the gas supply to residents of Woodstock The Mayor agreed that the Council gives thanks to all those that helped during this difficult time and asked for it to be minuted.</p> |
| <p>24/09/08 WTC</p> | <p>8. Planning To consider the Councils response to the following applications: -</p> <p>a) License Ref: W/24/00967/PAVLIC Location: Kings Arms Hotel 19 Market Street Details: Pavement license for tables and chairs The Council had no objection to this application but wished to add the comment that care should be taken not to block any public footpath.</p> <p>b) To consider a response to Botley Solar Farm Veteran Tree Targeted Consultation (details provided) The council agreed that all regulations on the preservation of trees should be adhered to and WTC supports Bladon Parish Council with their response as the issue was in their parish. And that the former Clerk (Karen Howe) write a response together with the new Clerk</p> <p>c) To consider a response to the review of the National Planning Policy Framework (NPPF) The Council agreed to support WODC response to this issue and also wished to confirm their wish to protect Greenbelt land</p> <p>d) To consider a response to WODC’s Community Infrastructure Levy consultation (details provided)</p> <p>The council agreed that the former clerk write to WODC requesting the format for claiming/receiving any of the CIL funding. It was suggested the Council may wish to consider carrying out a Neighbourhood plan as this would be a useful tool for future applications for funding.</p> |
| <p>24/09/09 WTC</p> | <p>9. Finance To approve and sign the following:</p> <p>i) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th June 2024 and 31st of July (Copy provided)</p> <p>Decision The Council resolve to approved the Bank Reconciliation 2024 showing a balance of £398,845.18 for the period ending 30th June 2024 The Mayor duly signed the reconciliation for period ending 30th June 2024</p> <p>Decision The Council resolve to approved the Bank Reconciliation 2024 showing a balance of £398,845.18 for the period ending 31st July 2024 The Mayor duly signed the reconciliation for period ending 31st July 2024</p> |

ii) To note the Payments, Report for June 2024
Payments of £39,796.13 including VAT of £2,585.10 for June 2024 were noted

Cllr Grant asked clarification of the repayment of VAT £49.86 and queried whether the Council was actually using the correct VAT system

The former Clerk will look into this

Cllr Grant also remarked on the amount being spent on cleaning materials and wonder if the council was getting best value for money.

The former Clerk will look into this

iii) To note the Receipts Report for June 2024 (Copy provided) Noted

iv) To note the Payments Report for July 2024 (Copy provided)

Payments of £14,590.57 including VAT of £1,304.09 for July 2024 were noted

v) To note the Receipts Report for July 2024 **Report noted**

vi) To note the Cost Centre Report for July 2024 **Report noted**

vii) To consider and approve the allocation of reserves

This item was deferred to the October monthly meeting

Budget decisions

i) To agree £20,000 of the 23/24 reserved budget to be transferred to the salary allowance.

Decision

Unanimously agreed

ii) To consider the cost of Christmas light and allocation from 23/24 reserves if needed.

The Clerk reported that due to it being so near to Christmas, the short timescale had meant there was not enough time to seek other quotes, but for Christmas 2025 he would have time to seek more quotes.

The council was presented with 3 alternative quotes for the 2024 Christmas Lights

Decision

The Council agreed quote C To use the existing lights at a cost of £11,250 ex VAT. The allocation in the 24/25 budget being £10,000 the Council agreed to another £5,000 from the 23/24 reserves to be used to cover the extra cost.

iii) New Laptop (Copy of the quote provided).

Decision

The Council agreed unanimously to purchase a new laptop at a cost of £543.42.

iv) To approve the quote from Microshade for additional MSOffice License

Decision

The Council agreed to the quote from microshade of £75 for a yearly one-off fee for additional MS Office license and monthly subscription of Microshade 365 based on annual commitment at a cost of £92.28 per annum

Total agreed £701.70 for upgrade of Office services.

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| | <p>v) To approve the quote for maintenance in the Hensington Road Cemetery</p> <p>Tree Works £720, Ground works £680, Total £1,400</p> <p>Decisions Unanimously agreed to agree the quote of £1,400 for the maintenance work in the Hensinton Road Cemetery</p> |
| 24/09/10 WTC | <p>10. Motions No motions submitted</p> |
| 24/09/11 WTC | <p>11. Working Groups</p> <p>i) Review of Councillor’s Roles (Copy provided)</p> <p>Grant Application. The Council agreed for Cllrs: Poskitt, Martin, Grant and Williams to review the grant application and present a table of suggested awards to the relevant applicants</p> <p>Staffing Working Group The Council agrees that Cllr Banbury and Parkinson would join the Staffing Working Group as substitute (when needed) members and any necessary meetings to be called by the Clerk</p> <p>Website, Social media and Newsletter Would be controlled by staff only under the guidance of the Clerk as paid officers as covered by Insurance</p> <p>Events Working Group The Council agreed for Cllr Banbury to join the Events Working Group.</p> <p>Emergency Action Group The council agreed this would not cover winter weather as this was under the remit of WODC and OCC</p> <p>Exhibition Foundation It was noted that Cllr Martin had been omitted from the list in May for the Exhibition Foundation. Amended: Members for the Exhibition Foundation Cllr Poskitt and Martin</p> <p>ii) To agree on Chair and Deputy Chair of all Working Groups</p> <p>Events Working Group: Chairman: Cllr Banbury. Deputy Chair not decided Agreed unanimously</p> <p>Environment Working Group Chairman: Cllr Lancaster Deputy Chair: Cllr Grant Agreed unanimously</p> <p>b) Environmental Working Group To agree the following:</p> <p>Graffiti: Recommendation –</p> <p>i) Urgent action taken when any Graffiti is reported</p> <p>ii) The council’s caretaker inspects and removes any graffiti where possible</p> |

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| | <p>iii) If the caretaker is unable to remove the graffiti, the council will hire an expert service to deal with it.</p> <p>iv) Before the invoice is paid, the Clerk will confirm that the removal was satisfactory.</p> <p>The Council agreed this recommendation unanimously</p> <p>Signage for the Water Meadow: Many of the signs in the Water Meadows need to be updated and replaced with new ones, along with other signage.</p> <p>Recommendation:</p> <p>i) 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</p> <p style="text-align: center;">The council agreed this recommendation unanimously</p> <p>ii) 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)</p> <p>The Council agreed the ROSPA inspection to be carried out at a cost of £1,575 which was well under the allocated budget of £2200</p> <p>ii) To consider a quote for replacing the gates at Rosamond Playground</p> <p>iii)</p> <p>Proposed by Cllr Banbury Seconded by Cllr Grant that: The council agrees that company A carry out the replacement gate and relevant works at a cost of £1462.55 + VAT</p> <p>Decision:</p> <p style="text-align: center;">This proposal was agreed unanimously</p> <p>c) Events Working Group 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 The Mayor gave a short overview of progress for the Remembrance Sunday preparation The Reports from 29th July and 2nd September were noted</p> |
| 24/09/12 WTC | <p>12. Public EV Charger The general view of the council was that Woodstock did not need more Public EV Chargers as the 12 in the Hensington Road Car Park were hardly used, if more needed to be install then the suggestion was The Woodstock Swimming Pool or Marlborough School area</p> |
| 24/09/13 WTC | <p>13. Property Report a) To receive the Property Report and consider any quotes/recommendations there-in Breckon & Breckon</p> <p>Motion: Proposed by Cllr Grant Seconded by Cllr Parkinson <i>WTC agrees Company quote A at a total cost of £5525 + VAT for the external redecoration of flats 2 & 4 Market Street</i></p> <p>Decision The Motion was agreed unanimously</p> <p>Motion: Cllr Cooper proposed Seconded by Cllr Addis WTC agrees that: quotes are sort for Solar Panels on the Community Center</p> |

Vote: For 4

Against 1

Abstained 1

Decision

The motion was carried

Unit 3 Community Centre

Motion: Proposed by Cllr Grant

Seconded by Cllr Parkinson

WTC accepts the increased rent of £4800 (previous rent £4,250 per annum) to take effect from 30.09.24 and agrees to the Clerk instructing the Property Agent to instruct the solicitors to draft the new lease. Instructing them of the change of solicitor as agree 14th May 2024 that our solicitors are now Oxfordshire County Council

Breckons need to know the contact details for OCC solicitor

Decision

The motion was agreed unanimously

New Kitchen before decorating Community Centre

The following quote is for the redecoration of the Community Centre Kitchen; however, the units are in a pretty poor state and need replacing. It would be sensible to delay the redecoration until the new units are fitted.

Community Centre

Kitchen – Internal Redecorations

Quote 1: £1,360 + VAT

Decision

The Council agreed to delay the internal redecoration of the Community Centre Kitchen and require quotes for new kitchen units.

Exterior Decorating

Motion: Proposed by Cllr Grant Seconded by Cllr Parkinson

WTC accepts the quote for the redecoration, to tidy up the exterior of the Community Centre at the cost of £1,245 + VAT

Decision

Council agreed unanimously

2,4,6, &8 Park Street

Redecoration of front and side elevations

Motion: Proposed by Cllr Grant seconded by Cllr Parkinson

WTC agrees Company quote A at a total cost of £7,785 + VAT for the external redecoration of the front and side elevation of 2,4,6, &8 Park Street (Post Office Block). The quote doesn't include the cost of license to close the road.

Decision

The council agreed the motion unanimously

Motion: proposed by Cllr Grant Seconded by Cllr Sarah Williams

WTC accepts the quote of £12,460 + VAT to carry out the redecoration of Room 13 including repairs to decorative mounding, the Assembly Room and the kitchen, plus further work needed to the Admin Office - Remove existing partition wall. - Form cupboards either side of room from MDF and stud work. With 2 fire door blankets per cupboard, and molding to match existing cupboard, handles and lock. Re-use existing shelving and supply and fit 1 extra large shelf, for tea making facilities in left hand cupboard and Skip

Decision

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| | <p>The motion was agreed unanimously</p> <p>b) To consider the updated Terms of Hiring (Copy provided)</p> <p>i) The Town Hall: Assembly, Room Kitchen and Room 13</p> <p>Decision The Terms of Hiring for the Town Hall: Assembly Room and Room 13 were agreed unanimously</p> <p>ii) The Community Centre Main Hall and Kitchen</p> <p>Decision The Term of Hiring for the Community Centre: Main Hall and Kitchen were agreed unanimously</p> |
| <p>24/09/14 WTC</p> | <p>14. Parking Survey</p> <p>To discuss and confirm questions about the Parking Survey</p> <p>A draft list of suggested questions were circulated</p> <p>Decision</p> <p>The council agreed for councillors to submit comments on the draft questions and suggest deletions additions and suggestions to the list by Wednesday 18th September 2024. The questionnaire will then be prepared and available for letter box distribution, online and parish council Clerks be notified for circulation to outlying villages who are also affected by the Parking scheme.</p> |
| <p>24/09/15 WTC</p> | <p>15. Drs Surgery</p> <p>To receive a report from Cllr Grant</p> <p>Cllr Grant presented her report for discussion</p> <p>Motion: Proposed by Cllr Grant Seconded by Cllr Banbury?</p> <p><i>a) The council fully supports the Woodstock Doctors need for a new surgery to accommodate the rising population of the Town and surrounding village.</i></p> <p><i>b) Agree to carry out a survey to collate residents views and support including input from surrounding villages, both by electronic means and via letter box drop</i></p> <p><i>c) Assist with any facility they have available e.g. printing, advertising via the council's website and newsletter together with the offer of free of charge venue for meetings that may be necessary to achieve delivery of this most important facility for Woodstock to date.</i></p> <p><i>d) Consider forming a Working Group for continuity of progress and continued pressure with monthly reports to full council.</i></p> <p>Decision The motion was agreed unanimously</p> <p>The Mayor called for Councillors to become members of the Working Party.</p> <p>Decision (report to NMB) The Council agreed Cllr Banbury, Grant and Williams form the working Group together with 2 interested members of the public Mr Ian Hudspeth and Mr Stan Scott. The Council agreed that Cllr Williams be the chair of this working group.</p> <p>Extension of meeting Due to the 2-hour time scheduled for meetings expiring at this point the Council agreed to</p> |

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| | extend the meeting for a further 15 minutes to complete the important items on the Agenda |
| 24/09/16 WTC | 16. Urgent Planning Committee To receive a report from Cllr Grant This item was deferred until the monthly meeting in October. |
| 24/09/17 WTC | 17.Exclusion of Press and Public Propose by Cllr Grant Seconded by Cllr Cooper 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. It was agreed to move the meeting into confidential session |
| 24/09/18 WTC | 18. Staff Review/Restructure (confidential – report from the Clerk) To receive a report from the Town Clerk The Clerk presented his staff review and restructuring report to council and informed them, he had spoken to each member, who were agreeable to the new restructure in the Office. Decision The Council agreed with the restructuring proposal of the staff The present RFO and interim Admin assistance would now take on the duties of Admin Assistance, relinquishing the RFO duties The former Clerk would now take over the RFO role and assist with planning application. |
| 14/09/19 | 19. Close Meeting The meeting closed at 9.08pm |

