



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

**Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall,
Woodstock on Tuesday 15th October 2024**

Cllrs. Present: Cllrs: Addis, Banbury, Cooper, Grant, Martin, Nethercott, Parnes, Spencer-Churchill, Williams

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

Chair of the Meeting: Cllr Banbury (Mayor)

Members of the Public 9

The Mayor requested the attendees to stand in silence in remembrance of the late former Councillor and Mayor Mr Peter Jay.

24/10/01 WTC	1. Apologies for Absence Apologies were received from Cllrs: Lancaster, Poskitt, Parnes, Burr
24/10/02 WTC	2. Declarations of Interests To receive any declarations of interest on the Agenda Item 7: Cllr Cooper as member of the WODC Uplands Committee Item 10 Grants: Cllr Cooper as Volunteer/committee member at Youth Club and Sustainable Woodstock Cllr Grant as volunteer member at Youth Club Cllr Spencer-Churchill as President of the Youth Club Cllr Banbury as a trustee of Woodstock Chapel Trust
24/10/03 WTC	Public Speaking and Question Time Speaker 1 – Agenda item 9 d and 9 f The speaker posed 4 question to the Council. They will be answered due course. Speaker 2 – Addressed the Council regarding the Minutes of the 10 th September 2024. The speaker made comments regarding the draft minutes of 10 th September 2024. Please see Clerk's supplementary report as an appendix regarding the Minutes from 10 th September 2024. Speaker 3 – 7 c The speaker addressed the Council regarding item 7 c
24/10/04 WTC	4. Minutes from Previous Meetings To consider for approval the following Minutes of the Town Council a) Minutes of the Town Council Meeting held on Tuesday 10 th September 2024. Decision <i>The minutes were agreed with the amendments:</i> <ul style="list-style-type: none">- Was: 24/06/04- Amended to: 24/09/04- Was: Chair of the Meeting: Cllr Banbury.- Amended to: Chair of the Meeting: Cllr Banbury (Mayor)

	<ul style="list-style-type: none"> - <i>Was: 24/09/08 former Clerk</i> - <i>Amended to: 24/09/08 former Clerk Karen Howe</i> - <i>Was: 24/09/11 Website, Social media and Newsletter: as covered by insurance</i> - <i>Amended to: 24/09/11 Website, Social media and Newsletter: as and are covered by insurance</i> - <i>Was: 24/09/11 Events Working Group: The council agree fro</i> - <i>Amended to: 24/09/11 Events Working Group: The council agree for</i> - <i>Was: 24/09/11 Environmental Working Group: Cllr Parkinson</i> - <i>Amended to: 24/09/11 Environmental Working Group: Cllr Lancaster</i> <p>b) Report from meeting held 26th September - non-quorate.</p> <p>Decision</p> <p><i>The report was noted with agreed amendments.</i></p> <ul style="list-style-type: none"> - <i>Was: Mr Peter Jay was a former Councillor and in 2008 & 2009 was also Mayor of Woodstock Town Council.</i> - <i>Amended to: Mr Peter Jay was a former Councillor and in 2008 & 2009, and 2018 was also Mayor of Woodstock Town Council.</i>
<p>24/10/05 WTC</p>	<p>5. Mayor and Clerks Reports (verbal report)</p> <p>The Mayor reminded Cllrs about the Remembrance Sunday (10th November) parade and church service and hoped as many Cllrs as possible would attend.</p> <p>The Mayor gave thanks to the Deputy Mayor for her support.</p> <p>To receive a report from the Clerk</p> <p>The Clerk spoke to his report with regard to outstanding matters and pointed out there would be some budgetary requirements. The Clerks full report is attached as an Appendix to these minutes</p>
<p>24/10/06 WTC</p>	<p>6. County and District Councillor's Report</p> <p>a) OCC Cllr Graham</p> <p>The Council received the County Councillors' report attached as an Appendix to this minute. Added to the report Cllr Graham gave an oral update on the flooding at Bens Close. Cllr Banbury remarked the Council were unaware of the date the trees in the town were going to be pollarded.</p> <p>The Clerk explained that emails were sent from OCC to an incorrect email address at WTC.</p> <p>Cllr Grant asked if Cllr Graham was aware of the Thames Water activity at the pumping station situated in Brook Hill over a period of 3 weeks 24/7 pumping out surface water from the heavy rain September 23rd / 24th and that this needs to be taken into consideration before any more development is agreed.</p> <p>Cllr Graham replied that he was aware.</p> <p>b) WODC Councillors. Cllr E Poskitt and J Cooper</p> <p>The Council received the report from the WODC Councillors There were no questions</p>
<p>24/10/07 WTC</p>	<p>7. Planning</p> <p>Cllr Cooper left the meeting at this point To consider the Councils response to the following applications:</p>

	<p>a) App Ref: 24/02255/HHD Location: 77 Manor Road Woodstock, Woodstock Description: Rebuilding of dormer windows on the rear roof slope of main dwelling</p> <p>The Council had no objection to this application</p> <p>b) App Ref: 24/02256/LBC Location: 77 Manor Road Woodstock, Woodstock Description: Internal and external alterations to include the replacement of existing roof tiles on the existing single storey extension with Spanish style slate tiles and the rebuilding of dormer windows on the rear roof slope of main dwelling</p> <p>The Council had no objection to this application</p> <p>c) App Ref: 24/02509/HHD Location: 22 Flemings Road, Woodstock Description: Removal of 1.825m fence at northern highway boundary, and replacement with 1.5m fence, with landscape proposals</p> <p>The Council had no objection to this application</p> <p>Cllr Cooper returned to the meeting</p>
<p>24/10/08 WTC</p>	<p>8. Urgent Planning Committee (Copy provided)</p> <p>a) WTC acknowledge the current Urgent Planning Committee is still in place</p> <p>b) To elect other members of the Council to join this Committee</p> <p>Previously agreed members Cllr Grant, Parnes, Lancaster and Poskitt</p> <p>Cllr Banbury called for Cllrs Williams to volunteer to join the Committee.</p> <p>Cllr Williams volunteered to join the Committee</p> <p><i>Unanimously agreed</i></p>
<p>24/10/09 WTC</p>	<p>9. Finance.</p> <p>To approve and sign the following</p> <p>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31st August 2024</p> <p><i>Unanimously agreed</i></p> <p>The Deputy Mayor duly signed the reconciliation for period ending 31st August 2024 in line with Finance Regulations 2.2</p> <p>b) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th September 2024</p> <p><i>Unanimously agreed</i></p> <p>The Deputy Mayor duly signed the reconciliation for period ending 30th September 2024</p> <p>Bank Statements for August and September were also noted and signed by the Deputy Mayor</p> <p>c) To note the Payments Report for August 2024</p> <p>Payment to the sum of £ 14,106.60 including VAT of £ 1,488.53 for August 2024 were noted</p>

d) To note the Receipts Report for August 2024.

Receipts to the sum of £ 20,089.13 including VAT of £1,897.77 for August 2024 were **noted**

e) To note the Payments Report for September 2024

Payment to the sum of £20,872.04 including VAT of £2,859.93 for September 2024 were **noted**

f) To note the Receipts Report for September 2024

Receipts to the sum of £105,357.78 including VAT of £2, for August 2024 were **noted**

g) To note the Cost Centre Report for September 2024

Noted

i) To receive the annual tree survey

Motion:

- 1. To approve** the high priority tree works quote from Dowdeswell excluding tree 1805
- 2. To approve** the medium priority tree works quote from Dowdeswell

Proposed by Cllr Grant

Seconded by Cllr Banbury

WTC accepts the quote for the necessary tree works at a cost of:

a) £4495 ex VAT for the listed high priority tree work as follows

High Priority Trees: OWL - 436, 1814, 1815 New Road Playground - 1810, 1390 Hensington Rd Cemetery - 259 Water Meadows - 1801, 1803, 1804, 1805, 1806, 1808 Lawn Cemetery – 1807.

With the acceptance of tree 1805 (a dead Ash Tree) which is constantly used as a natural habitat perch by many birds species as observed by our volunteer warden, noted this tree is not in a public asset area and to be under regular monitoring.

b) Estimated maximum of £3,500 ex VAT for the listed works in G6 area as needed tree works as listed below

Any windblown, dead or dying trees or any with stems over houses consider re-pollarding or felling and remove anything that is within falling distance of the road/houses. Re-pollard Willow and Alder in area close to road. Dowdeswell estimate this cost to be maximum £3,500 + VAT but we will be able to work this out when it is complete

c) To carry out medium priority tree surgery works at a cost of £3,025 ex Vat as listed below

Medium Priority Trees: OWL - 1812, 1813 & G11 Old Woodstock Playground - 317 Water Meadows - 432,429

d) To carry out another yearly pollarding/ overhanging branch cut back at a maximum cost of £2,205 ex VAT as listed below

In G8 we can estimate this cost to be maximum £2,250.00 + VAT but we will be able to work this out when it is complete.

Total estimate cost

a)	£4,495 ex VAT
b)	£3,500 ex VAT
c)	£3,025 ex VAT
d)	£2,205 ex VAT
	£13,225 ex VAT

Cost to be allocated from Reserve budget 2023/2024 if agreed at item 11 **Tree works £20,000** leaving a balance of **£6,745**

Included in the tree survey is a dead Ash Tree that is classes as high priority (1805). Our Volunteer Environmental Warden has shown concern regarding the removal for this tree as it is favourite purchasing place for Heros, Egrets, Red Kites, Buzzards Owls and woodpeckers.

Recommendation: The Council agrees not to have these trees removed but to have it monitored.

Suggested Amendment: Due to the concern with Ash Dieback still being transferred from this dead tree advice will be sort as to whether the tree can remain.

The Council agreed to carry out the high and medium priority tree works at the cost of £13,255 ex VAT

Vote was unanimously agreed

j) To note the Conclusion of Audit

Cllr Banbury proposed, Cllr Cooper seconded that the Conclusion of the Audit was noted

Vote: For 7, Against 1, Abstain 0

k) To receive the external Audit Report

The Council received the external audit report and certificate. Noted. There were some points that the RFO will consider in next year submission.

l) To receive the Interim Internal Audit Report

The Council received the internal report. Noted some points that the RFO will looking into and report back to the Council.

**24/10/10
WTC**

10. Grants

- a) To approve the expenditure, contain in the report from Cllr Grant (Copy provided)

Motion: Proposed by Cllr Grant

Seconded by Cllr Cooper

Woodstock Town Council agrees to cover the above expenditure for St Mary's Church Yard Grass Cutting £1,500, St Mary's Clock Service £300 and WTCF Grass cutting (field) £750 totalling £2,550, from the 2024/2025 Grants Budget leaving a total of £7,000 for grant applications for 2024/2025

Vote: For 4 Against 2 Abstain 2

Motion carried

Draft Grants Allocation 24/25

Applicant	
Old Woodstock Mock Mayor	£400
Sustainable Woodstock	£300
Yellow Submarine	£400
Be Free Young Carers	£500
Woodstock Chapel Trust	£200
Natural History Society	£300
Woodstock Youth Club	£1300
Woodstock Pilates Studio	N/A
Grants Budget £3,500	£3,500

Motion: Proposed by Cllr Grant

Seconded by Cllr Cooper

There being no amendments.

The Grants to be awarded as per the table above.

Vote: For 4 Against 2 Abstain 2

b) To approve to carry forward amount from the report from Cllr Grant

Motion Proposed by Cllr Grant

Seconded by Cllr Cooper

WTC agrees to carry the £3500 surplus Grant budget from 24/25 budget to the 25/26 Budget and ask for Application by the End of February 2025 to be agreed at eth March 2025 monthly meeting and Grants awarded to successful applicants the first week in April 2025.

Motion agreed

24/10/11
WTC

11. Budget decisions

a) To agree the allocations of reserves for 23/24

Current Balance

315 Tree Works	£20,000.00
320 Legal Fees	£15,000.00
321 OWL Maintenance	£15,000.00
325 Civic Chain	£1,000.00
326 Computer & IT	£2,000.00
327 Watermeadows Maintenance	£20,000.00
329 Town Hall Reserve	£15,492.03
301 General Reserves	£80,000.00
Property Projects/Improvements	£75,000.00
Environmental Projects/Improvements	£75,000.00
Staff Wages	£20,000.00
Totals	£338,492.03

Unanimously agreed

b) To discuss the new NALC model Financial Regulations with amendments for the Town Council

	<p><i>The Council agreed to defer this item and for Cllrs Poskitt, Grant, and Williams to meet with the RFO to review and bring back to the Council in November.</i></p> <p>c) To agree a quote provided for the Town Hall Boiler and cost to be funded from the reserves</p> <p><i>The Council agreed quote A to the sum of £11,167 ex VAT for the replacement boiler and the budget allocation from reserves</i></p> <p>Vote: For 7 Against 0 Abstain 1</p> <p>d) To discuss and agree a budget for upgrading the Alarm Security System in the Town Hall</p> <p>The Council agreed to upgrade the Alarm Security System in the Town Hall at the maximum budget of £2,000 and to be allocated from the Town Hall budget.</p> <p><i>Unanimously agreed</i></p>
<p>24/10/12 WTC</p>	<p>12. To receive suggested bids for the draft budget for 25/26</p> <p>Cllr Cooper reminded the RFO that allocation for solar panels for the Community Centre in the 2025/2026 budget. The Clerk reminded the Council that specifications for this work would be needed. Cllr Grant reminded the RFO of allocation for the rent of Budds Close and the Old Woodstock play areas. The RFO invited the Cllrs to submit budget bids for consideration</p>
<p>24/10/13 WTC</p>	<p>13. To approve the Notice Board Policy</p> <p>This item was deferred as further information is being sought</p>
<p>24/10/14 WTC</p>	<p>14. Parking Survey:</p> <p>a) <i>To consider a response to OCC Parking changes consultation</i></p> <p>b) <i>Council to receive an update of the Town Council Parking Survey</i></p> <p>c) <i>Council to agree for the Clerk to pass on the results to OCC</i></p> <p><i>The Council agreed for the Clerk to draft a response to the parking changes consultation and to include the results of the parking survey.</i></p> <p><i>The Mayor was delegated the power to sign the reply.</i></p> <p><i>Unanimously agreed</i></p>
<p>24/10/15 WTC</p>	<p>15. Working Groups</p> <p>To receive the report from the Dr Surgery Working Group</p> <p>The Council received the report from Cllr Williams and she informed that she had contacted MP Calum Miller requesting an appointment to attend a Town Meeting. Recommendation: Cllr Parnes joins the Dr Surgery Working Group</p>

	<i>Unanimously agreed</i>
24/10/16 WTC	There was no item 16 on the Agenda
24/10/17 WTC	<p>17. Christmas Lights: The Council to discuss the situation and agree any actions (See the Clerk's report - point 5)</p> <p>- Christmas lights: Due to the nature of the trimming work done by OCC, it will not be possible to install lights on the trees after the trimming is completed.</p> <p>- Christmas Tree: The Christmas Tree will be delivered by Blenheim Palace in the second week of November. It was agreed that a company will be sought to decorate the tree.</p> <p>The Clerk to look at companies that can provide alternative options for decorating the Town with Christmas lights</p>
24/10/18 WTC	<p>18. 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>Proposed by Cllr Grant Seconded by Cllr Cooper</p> <p>The Council moved into Confidential Session</p>
24/10/19 WTC	<p>19. Property report. To consider recommendations on the report (November)</p>
24/10/20 WTC	<p>20. Staffing To consider recommendations on the report. Environmental Warden – agreed job role, 15 hours per week, salary scale 6 Clerk – contact signed, probation passed from 5th Nov, Salary scale updated up to 28</p>
14/10/21 WTC	<p>21. Close Meeting The meeting closed at 9.02 pm</p>

Appendix 1 for the meeting held on 15th October 2024

Clerk's Report to Woodstock Town Council

1. Dr Surgery admin staff have urgently relocated to Room 13 in the Town Hall due to flooding. This arrangement will be in place until December 1st 2024. The Council to agree to sign an agreement for the use of Room 13 by the doctors' surgery administrative team. They will be using the facilities and will adhere to the health and safety policies set forth by the Town Council during their stay.

2. Remembrance Day (10th November). Application for road closure filed and approved. Struggle to find a bugle player and road closer marshal volunteers. If anyone is willing to volunteer, please contact the clerk's office.

3. The Flag Pole was maintained and a new rope was finished on September 13, 2024. It has passed a few tests and is operating as intended.

4. Water Meadow:

- Hi vis jackets were purchased for £60 x 3 in accordance with H&S regulations (money taken from the water meadow budget)

5. Preparation for Christmas:

- Christmas lights: Due to the nature of the trimming work done by OCC, it will not be possible to install lights on the trees after the trimming is completed.

- Christmas Tree: The Christmas Tree will be delivered by Blenheim Palace in the second week of November.

- We do not need a license for installing the lights on the Christmas tree. OCC has confirmed that on 08/10/24

6. IT:

- TalkTalk Communications did not register with Nominat due to the non-renewal of their license. We have transferred from TalkTalk Communications to Net Wise Training Ltd, which manages our website for £60 per year plus VAT to register with Nominat.

Appendix 2 for the meeting held on 15th October 2024

Oxfordshire County Councillors' Report to Woodstock Town Council October 15th 2024

1. Car Parking Improvements-County Council Consultation as the regulatory authority for on street parking

Woodstock Town council has been informed of proposed changes to improve the current car parking scheme through Oxfordshire County Councils statutory function and regulatory function/responsibility and as a consultee. Anyone can additionally respond to this consultation as specified in the consultative documents to be found on the OCC website.

Over the past year the county council has received largely constructive suggestions for reviewing and improving the scheme and this consultation is a response to many of those suggestions and that of officers. The consultation is open until October 25th. The responses will then form a report to the cabinet member, Andrew Gant for determination later in November at County Hall. If approved these will be implemented in early 2025.

The links to these documents for this consultation can be found using the following link: [Consultation documents | Woodstock - proposed parking restriction review 2024 | Let's Talk Oxfordshire](#)

2. Health Infrastructure Provision

The planning meeting of the Future Oxfordshire Partnership where the BOB and ICP were present to discuss the future local provision of medical healthcare and how local authorities could and should work in partnership in addressing health care provision through planning more strategically across Oxfordshire. A meeting in which I chaired. A task working group has been set up to bring back proposals and how section 106 monies could be prioritised and used.

Related to the need of a new Health Centre for Woodstock and surrounding areas and related to Hensington car park site as a potential site was held with all key stakeholders last year and was not considered feasible.

This was not a public meeting and exploratory. It was a way of focusing on a preferred site and was worth exploring.

I believe the ex-police station site is now in new private ownership having previously been owned by Blenheim and there are plans for a residential care facility.

There has been some speculation about Banbury Road as a future site for a health centre but no firm plans.

I think both the Facebook posting and comments made by others are somewhat confusing and largely anecdotal with some out-of-date information.

The need for a new health centre has been on the agenda for many years, even before I was a county councillor, and I remain committed to working with others towards finding a successful outcome. It is not however, the function or responsibility of the county council but I am using whatever influence I can yield to bring potential partners together.

3. Councillor Priority Fund

Pleased to report the recommended financial support to enable singing sessions for older people in and around Woodstock for the next 12 months. Thanks to St. Mary's Church for their support too to enable this worthwhile activity to be continued by the dedication of those involved.

4. Remembrance Sunday

I have been asked to represent the county council and lay a wreath by the Chair of the County Council at the memorial service on Remembrance Sunday in Woodstock.

Clerks Report Supplement, with advice from Oxford Association of Local Councillors (OALC)

OALC: were in agreement that the minute was accurate as there were no public speakers to speak on items on the Agenda as stated in Standing Orders 3e and suggested the it would have been clearer if the wording (on agenda items) had been added. They also confirmed that **once minutes have been signed they become a legal document and cannot be changed.**

There guidance to correct the error was as follows.

With reference to Tuesday 10th September 2024, Minutes, item 4. Public Participation.

Due to administration error the minutes of the 10th September 2024 were signed without the following motion added under item 4. Public Participation

Due to an oversight the motion was not added to the draft minutes of 10th September 2024. The council agreed the minutes without the motion being added, so the Mayor at the time, Cllr Banbury duly signed the minutes as an accurate recorded of the meeting.

Once minutes are agreed by the Council as an accurate record and signed by the Chair of the Parish Council they become a legal document and cannot be changed

To amend the wording of:

Item 4. Public Participation at the meeting of Tuesday 10th September 2024.

Minute 24/09/04

There were no Public Speakers,

To the following:

Proposed by Cllr Cooper and Seconded by Cllr Martin.

In an effort to discourage public participation, members of the public attempting to speak at the meeting were prohibited from doing so, in direct contravention of the provisions of the Town Council's website at the time of the meeting.

The motion was carried

The above motion was omitted from the minutes 10th September 2024

OALC advised the correction above that this information should be attached to the minutes of 10th September 2024

The Clerk to action this

Nov 2024