



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

**Minutes of the Town Council meeting of Woodstock Town Council held in the Town Hall,
Woodstock on Tuesday 12th November 2024**

Cllrs. Present: Cllrs Grant (Mayor) Banbury, Cooper, Parnes, Poskitt, and Williams

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

Chair of the Meeting: Cllr Grant (Mayor)

Members of the Public 11

24/11/01 WTC	1. Apologies for Absence Apologies were received from Cllrs: Addis, Lancaster and Spencer-Churchill
24/11/02 WTC	2. Declarations of interest Item 8. Planning: Cllr Poskitt declared an interest as member of WODC Uplands Committee
24/11/03 WTC	3. Public Participation The Council agreed unanimously to adopt the Public Participation Protocol (The Protocol is attached as an appendix 1 to these minutes). Meeting Adjourned 3 members of the public had requested to Speak Speaker 1 – Addressed the council on the Public Participation Protocol Speaker 2 – Addresses the council on CO2 emissions Speaker 3 – Addressed the Council on the Public Participation Protocol Meeting reconvened
24/11/04 WTC	4. To receive nominations for the position of Deputy Mayor The Mayor called for nomination for position of Deputy Mayor Cllr Poskitt nominated Cllr Williams, seconded by Cllr Banbury There being no other nomination Cllr Williams was duly declared Deputy Mayor
24/11/05 WTC	5. Minutes from Previous Meetings To consider for approval the following Minutes of the Town Council <ul style="list-style-type: none">Minutes of the Extraordinary Meeting held on 23rd October 2024. The minutes of the Extraordinary Meeting held on 23 rd October 2024 were deferred due to the numbering being incorrect
24/11/06 WTC	6. Mayor and Clerks Reports (verbal report) a) To receive a report from the Mayor Remembrance Sunday went very well and the weather was kind. I would like to thank all those that attended and request that it is recorded in the minutes my grateful thanks to our Clerk Valentin and Admin assistant Rachel for their hard work. They both worked tirelessly to make the event go smoothly. I would also like to thank Cllr Williams for helping with refreshments and assistance with donning my Mayoral Regalia. I also thank my husband Jim

for helping me on Saturday afternoon to set up the tables, chairs and preparing the Assembly room

The only downside was we were unable to secure a live bugler and had to resort to technical means that was very well administered by Rachel on Sunday and again on Monday at the service at the War Memorial being the 11th of the 11th

However, the good news is that networking went on at the reception and we have two excellent contacts for next year to achieve a live bugler and possible band too.

Cllr Williams will be reporting later on the Town Meeting but just to remind you it is at St Marys Church on Thursday 21st November 2024 starting at 7:00 pm I hope councillors will be able to attend and please spread the word.

b) To receive a report from the Clerk

Item 6.b) from the Agenda:

- Blenheim Palace has confirmed that the Christmas tree will be delivered on Tuesday, 12th November, and will be positioned in the Market Place.
- The Christmas star for the top of the tree is now delivered to the Town Hall.
- Christmas Lights: As retrospectively agreed, five live Christmas trees, each around 7 feet high and fully decorated with lights, will be delivered. We are still finalising logistics with the company. The approximate cost is £4,500.
- Following the engineering recent visit to carry out the annual fire extinguisher service, the engineer has identified that it is required replacement/additional fire safety products. The recommendation has been made in line with British Standard (BS) 5306 Part 3 and British Standard (BS) 5603 Part 8. The total cost is £57.00 +VAT
- 4A Market Street has been vacated. Breckon & Breckon has advised that some redecoration is needed at a cost of £2,250 (non-VAT registered). The Clerk and the Mayor have agreed to proceed with this expenditure in line with current financial regulations (4.1), aiming to limit the loss of rental revenue by ensuring the premises are quickly re-let.

- Item 14.a) from the Agenda:

- Quote for reducing the size of the trees and trimming the canopy in the Lawn Cemetery.

The trees are in the cemetery growing through the hedge row in the middle of the cemetery, to reduce two Limes two Maples and one Cherry and sides to suit, raising the canopies to approximately 3 m above the ground level. Received quote for £1,200 + VAT. Budget: from £75,000 agreed for the information.

- Item 14.b) from the Agenda:

- Budget 15492

<p>24/11/07 WTC</p>	<p>7.County and District Councillor’s Report a) OCC Cllr Graham The Mayor invited Cllr Graham to give an oral report.</p> <p>b) WODC Councillors. Cllr E Poskitt and J Cooper</p>
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	There were no question to Cllr Cooper and Poskitt
24/11/08 WTC	<p>8. Planning</p> <p>To consider the Councils response to the following licence and applications:</p> <p>a) Licence: Ref W/24/01114/PAVLIC Location: Missing Bean, 17 Oxford Street, Woodstock Description: Application for Pavement Licence</p> <p>Concern was expressed with regard to the chairs being positioned further along from the actual Café and the health and safety of the street furniture being so close to s corner where pedestrians could turn and fall over them as they would not be in sight</p> <p>b) Application: Ref: 24/02604/FUL Location: St Mary Magdalene Church, Park Street Description: Replacement of felt roofing on existing porch with Tern Coated Stainless Steel and installation of solar panels to south facing roof</p> <p><i>The council had no objection to this application</i></p>
24/11/09 WTC	<p>9. Finance</p> <p>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 31st October 2024</p> <p>Decision <i>The Council resolve to approved the Bank Reconciliation 2024 showing a balance of £463,596.60 for the period ending 31st October 2024</i></p> <p>The Mayor duly signed the reconciliation and Bank Statements for period ending 31st October 2024</p> <p>ii) To note the Payments Report October 2024 of £33,871.90 including VAT Payment to the sum of £33,871.90 including VAT of £3,173.20 for October 2024 were noted</p> <p>iii) To note the Receipts Report for October 2024 Receipts to the sum of £14,928.04 including VAT of £1,407.59 for October 2024 were noted</p> <p>iv) To note the Cost Centre Report for 31st October 2024</p> <p>Report noted</p>
24/11/10 WTC	<p>Financial Regulations</p> <p>To receive and accept the NALC Model Financial Regulations with suggested amendments The RFO gave an overview of suggested amendment to suit Woodstock Council</p> <p>Decision <i>The Council unanimously agreed to accept the amendments and adopt the Financial Regulations.</i></p> <p>Cllr Grant requested that as soon as the document had been amended that all councilors receive a hard Copy of the newly adopted Financial Regulation November 2024</p>

<p>24/11/11 WTC</p>	<p>11. Budget 2025/2026</p> <p>To receive and discuss the draft budget for 2025/2026</p> <p>After a short discussion it was agreed that any questions, suggestions or comments Councillors may have they email them to the RFO and the Budget be brought to the meeting of Tuesday 26th November 2024 for agreement.</p>
<p>24/11/12 WTC</p>	<p>12 Capital Expenditure 2025/2026 budget</p> <p>To receive a Report from Cllr Poskitt and consider the recommendations within <i>This item was deferred</i></p>
<p>24/11/13 WTC</p>	<p>13. Grants</p> <p>To receive a Report from Cllr Poskitt and consider the recommendations within Motion proposed by Cllr Poskitt seconded by Cllr Williams</p> <ol style="list-style-type: none"> 1. <i>WTC supports the North Oxford Food Bank (NOFB in providing Christmas food Parcels</i> 2. <i>That WTC supports is directed towards Woodstock residents using the food bank</i> 3. <i>WTC support the NOFB with a contribution of £115 (half the amount NOFB has indicated is likely to be directed to Woodstock</i> <p>Cllr Grant suggested an amendment to the motion to contribute £100 that was available from the Grants budget being 40% of the amount. Cllr Poskitt agreed to the amendment and the amended motion was put to the vote.</p> <p>Vote: unanimously agreed</p>
<p>24/11/14 WTC</p>	<p>14. Environment:</p> <p>a) To receive a quote for reducing the size of the trees and trimming the canopy in the Lawn Cemetery</p> <p>Clerks recommendation</p> <p><i>WTC agrees the quote of £1,400 including VAT for tree works in the Lawn Cemetery, to reduce two Lime trees, two Maple trees and one Cherry tree, sides to suit, raising the canopies to approximately 3 meters above ground level and remove all debris from the site.</i></p> <p>Vote: unanimously agreed</p> <p>b) To receive quotes for replacement of Lych Gate Roof Lawn Cemetery</p> <p>Clerk's recommendation: Quote B</p> <p><i>WTC agrees to the quote from company B to the sum of £7,566.96 + VAT to replace the Lych gate roof to included:</i></p> <ul style="list-style-type: none"> - <i>Removal of shingles, ridge and hip</i> - <i>Supply and fix new Cedar shingles</i> - <i>Supply scaffolding</i> - <i>Soppy Skip to remove all waste</i> - <i>Remove and reinstall wooden cross</i> <p>Vote: unanimously agreed</p>

<p>24/11/15 WTC</p>	<p>15. Shipton Road Disrepair To receive a Report from Cllr Parnes</p> <p>Motion: Proposed by Cllr Parnes and seconded by Cllr Grant <i>WTC calls upon Oxfordshire County Council to rectify disrepairs of the dilapidated barrier at the northern bend of Shipton Road, with the highest urgency bearing in mind heightened, shortened daylight hours, risk of impalement from protruding beams, more slippery surfaces in winter and the growing risk arising from already extensive period of disrepair to date.</i></p> <p>After a short discussion regarding who would be responsible for this repair Cllr Grant suggested an amendment, that a copy of the request also went to Blenheim/Pye and Soha Housing Association.</p> <p>Council Parnes agreed the amendment and the amended motion was voted on</p> <p>Vote: For 5 against 1 abstained 0</p> <p>Motion carried</p>
<p>24/11/16 WTC</p>	<p>16. GDPR To receive a Report from Cllr Parnes (Copy provided)</p> <p>Cllr Parnes proposed</p> <p>a) WTC shall establish and update retrospectively incident logs and rectify the GDPR non-compliance issues mentioned in his report.</p> <p>b) Cllr Grant stated that the Clerk was very keen to ensure all was well with the GDPR regulation and asked Cllr Parnes if he would accept the following amendment.</p> <p>That once the Clerk had taken professional advice action would be taken.</p> <p>Cllr Parnes agreed and the amended motion was voted on</p> <p>Motion: WTC shall establish and update retrospectively incident logs and rectify the GDPR non-compliance issues mentioned in his report. Once the Clerk take professional dice action would be taken.</p> <p>Motion carried</p>
<p>24/11/17 WTC</p>	<p>17. Doctor's Surgery Working Group To receive a Report from Cllr Williams (Cllr Williams gave a brief update on the Town Meeting regarding a new Dr Surgery)</p>
<p>24/11/18 WTC</p>	<p>18 Woodstock Town Hall Notice Board and Entrance Halls Policy To approve the Notice Board and Entrance Halls Policy</p> <p><i>The WTC Town Hall Notice Boards and Entrance Halls Policy agreed with two changes Notice Board in Cadogan Park to read Notice Board in Princes Ride and Notice Board in Park View added</i></p> <p>Vote: unanimously agreed</p>
<p>24/11/19 WTC</p>	<p>Town Council Meeting in December 2024 To agree change of date and venue of the Town Council Meeting in December due to redecoration work in Town Hall (Report – 12.12.2024 – Community Centre)</p>

	<p><i>The change of venue and date for the WTC monthly meeting was agreed unanimously</i></p> <p><i>The meeting will be held at the Community Centre at 7pm on Thursday 12th December 2024</i></p>
<p>24/11/20 WTC</p>	<p>Exclusion of Public and Press Proposed by Cllr Grant Seconded by Cllr Cooper To resolve the exclusion of the press and public in accordance with the Public and Press (Admission to Meetings) Act 1960 as a matter to be discussed is deemed as confidential Vote: unanimously agreed</p>
<p>24/11/21 WTC</p>	<p>Confidential Back-pay To note the back pay for staff following the local government pay award. Noted The Clerk collected the confidential pink papers to be destroyed and requested Councillors delete them from their electronic copies.</p>
<p>24/11/22 WTC</p>	<p>Meeting closed at 8.36pm</p>

APPROVED



**WOODSTOCK TOWN COUNCIL
PROTOCOL FOR PUBLIC PARTICIPATION
AT PARISH COUNCIL MEETING**

Meetings of the Parish Council are not public meetings.

Members of the public have a statutory right to attend meetings of the Council as observers.

Members of the public **have no legal right** to speak unless the Parish Council Chairman authorises them to do so

Members of the public should not be involved in the decision-making of the Council, and the Council should not make any instant decisions at the behest of members of the public.

As a matter of best practice, to enable members of the public to address the council on any subject 'Public Participation' will be kept separate from the debate of the councillors.

Adjournment for Public Participation

For the Agenda item Public Participation, the Mayor/Chair will adjourn the meeting to enable the public to use the allotted time, maximum 15 minutes, 3 minutes per speaker to speak on any subject they wish to bring before the council.

Meeting Reconvened

After the Public Participation allotted time of 15 minutes the meeting will reconvene.

Members of the public are welcome to stay for the Council meeting after the public participation session as observers but will not be able to join in the discussion for the rest of the meeting.

Exclusion from the meeting

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

RULES FOR PUBLIC PARTICIPATION:

Members of the Public may address the Council on any subject they so wish during the Public Participation when the Chair has adjourned the meeting and invited them in turn to speak.

It is preferred but not essential that a request to speak should be submitted to the Clerk at least 48 hours before the meeting with the indication of the subject they wish to speak about and when possible a written copy of the points they wish to raise.

Public Participation is not open to debate.

Allotted time

Public Participation shall not exceed 15 minutes unless by special concession of the Chair of the meeting.

The time for each member of the public to speak is limited to 3 minutes.

If more than one member of the public wishes to speak on the same topic, they should nominate one person to speak on their behalf.

This will avoid duplication and make the best use of the time set aside for Public Participation.

Information handouts brought to the meeting should be placed on the table provided to avoid delaying or disrupting the meeting.

Inappropriate question or statement

The Chair has the right to say that any question or statement is inappropriate and not be acceptable and stop the speaker from continuing to speak.

If the speaker ignores the requests of the Chair, they will be asked to leave the meeting, if they refuse to leave the meeting, the Police may be called upon to remove them from the meeting.

Neither Councillors nor the Clerk should respond to comments received by members of the public during public participation. If the topic they are speaking about is an agenda item, it will be debated using the correct process when the item is discussed.

Members of the public do not have a right to force items onto the Council and/or Committee agendas.

Members of the public do not have a right to insist on how matters are recorded in the minutes.

A question raised by a member of the public during Public Participation shall not require a response and there will be no debate or discussion by Councillors. The Chair will direct this.

All person's present will act respectfully towards every other person in attendance. They must not act in a manner that demeans, insults, threatens, or intimidates another person.

All statements, questions, responses, challenges to statements, complaints or criticisms must be made appropriately and politely.

All statements, questions and responses must be related to the facts of the matter and not be personal in nature.

There should be no personal reference made to any person or persons identified at the meeting.

Unacceptable Behaviour

Offensive and/or threatening behaviour will not be tolerated. If a member of the public disrupts the proceedings of any meeting the Council reserves the right to curtail their contribution.

If a member of the public persists in disrupting the meeting after receiving two warnings from the Chair, the third reminder will result in the person(s) causing the disruption to be asked to leave the meeting.

If a member of the public refuses to leave the meeting the Police will be called up to remove them.

November 2024