



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

**Minutes of the Extraordinary Town Council meeting of Woodstock Town Council held in the Town Hall,
Woodstock on Tuesday 26th November 2024**

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

In Attendance: Town Clerk: Valentin Lavdakov.
RFO: Karen Howe

Chair of the Meeting: Cllr Grant (Mayor)

Members of the Public 5

The Mayor informed the Councillors and members of the public that the meeting was being recorded by audio only and not being filmed by the Council

24/11/23 ETC	The Mayor opened the meeting by welcoming the Councillors and members of the public attending the meeting 1. Apologies for Absence Apologies for absence received from Cllrs: Addis, Lancaster and Spencer-Churchill.
24/09/24 ETC	2. Declarations of interest Cllr Poskitt declared an interest as a member of WODC Uplands Committee for the following items from the Agenda: <ul style="list-style-type: none">- Item 6: Planning from the Agenda- Item 9: Town Council election and Polling Cards. Cllr Cooper declared an interest as a member of WODC Uplands Committee for the following items from the Agenda: <ul style="list-style-type: none">- Item 6: Planning from the Agenda- Item 9: Town Council election and Polling Cards. Cllr Banbury declared an interest as a member of the Memorial Garden for the following items from the Agenda: <ul style="list-style-type: none">- Item 7: Budget (Grants)
24/11/25 ETC	3. Public Participation The Council agreed unanimously to adopt the Public Participation Protocol on 12 th November 2024 (24/11/03 WTC) There were no members of the Public that wished to address the Council
24/11/26 ETC	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, 15 th October 2024. Decision <ul style="list-style-type: none">• The Council agreed the minutes of Tuesday 15th October 2024 with amendments as an accurate record of the meeting• Agreed amendments as follows:<ul style="list-style-type: none">- 24/10/02 WTC Was: Cllr Cooper as volunteer Amended to: Cllr Cooper as Volunteer- 24/10/03 WTC Was: Speaker 2 – Address Amended to: Speaker 2 – Addressed

- 24/10/05 WTC Was: matters and pointing
Amended to: matters and pointed
- 24/10/06 WTC Was: County Councillor report attached as an appendix
Amended to: County Councillors' report, attached as an Appendix
Was: oral updated
Amended to: oral update
Was: town are
Amended to: town were
Was: OCC to the
Amended to: OCC to an
Was: 23rd 24th and this needs
Amended to: 23rd / 24th and that needs
Was: There was no question
Amended to: There were no questions
- 24/10/08 WTC Was: members of this
Amended to: members of the
- 24/10/09 WTC Was: is favour purchase
Amended to: is a favourite perching
Was: Noted some points
Amended to: Noted. There were
- 24/10/10 WTC Was: The Grants be
Amended to: The Grant to be
- 24/10/12 WTC Was: Cllr Copper
Amended to: Cllr Cooper
Was: for this work will be
Amended to: for this work would be
Was: RFO that
Amended to: RFO of
- 24/10/13 WTC Was: is being sort
Amended to: is being sought
- 24/10/17 WTC Was: look at the companies
Amended to: look at companies

b) Minutes of the Extraordinary Meeting held on Wednesday, 23rd October 2024.

Decision

- The Council agreed the minutes of Wednesday 23rd October 2024 with amendments as an accurate record of the meeting
- Agreed Amendments as follows:
 - 24/10/22 ETC Was: attendance that
Amended to: attendance, that
Was: been privileging
Amended to: been a privilege
 - 24/10/25 ETC Was: as Mayor is
Amended to: as Mayor was
Was: no longer be able
Amended to: no longer being able
Was: Standing Orders where
Amended to: Standing Orders were
Was: to includes
Amended to: to include

	<p>c) Minutes of the Town Council Meeting held on Tuesday, 12th November 2024.</p> <ul style="list-style-type: none"> The Council agreed the minutes of Tuesday 12th November 2024 with amendments as an accurate record of the meeting Agreed Amendments as follows: <ul style="list-style-type: none"> - 24/11/02 WTC Was: 24/09/02 WTC Amended to: 24/11/02 WTC Was: declared interest Amended to: declared an interest - 24/11/03 WTC Was: as an appendix 1 Amended to: as Appendix 1 Was: CO2 admissions Amended to: CO2 emissions - 24/11/06 WTC Was: Admin assistant Amended to: Admin Assistant Was: means that was very Amended to: means that were very Was: St Marys Church Amended to: St Mary Magdalene Church Was: the engineering recent visit Amended to: recent engineering visit Was: that it is required Amended to: that there is a requirement for - 24/11/08 WTC Was: so close to s corner Amended to: so close to a corner Was: sight Amended to: sight. - 24/11/09 WTC Was: the reconciliation and Amended to: the Reconciliation and - 24/11/11 WTC Was: Councillors may have they Amended to: Councillors might have that - 24/11/16 WTC Was: professional dice Amended to: professional advice - 24/11/18 WTC Was: two changes Amended to: two changes. - 24/11/20 WTC Was: Act 1960 as a mater Amended to: Act 1960 as a matter - 24/11/21 WTC Was: delete them from Amended to: delete the information
24/11/27 ETC	<p>5. Mayor and Clerks Reports (verbal report)</p> <p>a) To receive a report from the Mayor</p> <p>The Mayor reported</p> <ul style="list-style-type: none"> That the Town Meeting Thursday 21st November 2024 with regard to a new Doctors Surgery had been well attended and Cllr Williams will give an overview later in the meeting. Thank you letters to all the Speakers have been sent out by the Clerk Reminded Councillors that the meeting in December would be held in the Community Centre and would be Thursday 12th December 2024 at 7:00 pm (as agreed at the Council meeting held on Tuesday 12th November 2024) due to decorating going on in the Town Hall The Drs Surgery staff will be vacating room 13 tomorrow (27th November 2024) and we have received thanks from the Practice Manager and Staff

	<p>b) To receive a report from the Clerk</p> <p>Cllr Parnes asked whether, in the case of only two nominations, the third Councillor vacancy could be filled by co-option. The Clerk responded that, after consulting with WODC, it was clarified that the third vacancy must be filled through election, not co-option.</p>
<p>24/11/28 ETC</p>	<p>6. Planning</p> <p>To consider the Council's response to the following license and applications:</p> <p>a) Planning Appeal Ref: APP/D3125/W/24/3353373 Location: 31 Oxford Road Description: Appeal against refusal of application 24/01268/FUL – Erection of double carport with minor conjunctive alterations to planning consent 23/01186/FUL Website Link: 24/01268/FUL</p> <p>Decision: The Council agreed that they had no further comments and were informed by the RFO that the previous comments would automatically be put forward to this application.</p> <p>b) Planning Applications Ref: 24/02795/S73 Location: 15 Cadogan Park Description: Variation of conditions 2 and 3 of planning permission 24/00987/HHD to allow changes to external material to the rear including proposed render in place of approved vertical timber together with revisions to approved design and layout including alterations to some window and door openings and new flue in place of approved chimney. Website Link: 24/02795/S73</p> <p>Decision: The Council agreed that it had no objection to this application</p> <p>c) Ref: 24/02755/FUL Location: Thames Valley Police Station, Hensington Road Description: Erection of retirement living accommodation with communal facilities, car parking, landscaping and associated works Website Link: 24/02755/FUL</p> <p>Decisions: The Council has the following objections:</p> <ul style="list-style-type: none"> - Not in line with local plan policy EW10 - Inadequate parking possibly overflows into public carpark - Height of the building- appears to be overbearing for the area and may affect Bear Close - Overdevelopment of the site - Impact on the GP Surgery - The only piece of brown land left in the town that could be used for facilities the town may need. <p>d) Ref: 24/02722/FUL Location: 16 Oxford Street Description: Change of use of E(C)(ii) professional services basement store to C3 basement games room for flat 16 Website Link: 24/02755/FUL</p>

	<p>Decision: The Council agreed that it had objection to this application</p> <p>e) Ref: 24/02847/HHD Location: 19 Hill Rise Description: Erection of single storey extension to rear and side and associated works Website Link: 24/02847/HHD</p> <p>Decision: The Council agreed that it no objection to this application</p>
24/11/29 ETC	<p>7. Budget 2025/2026</p> <p>a) To approve the budget for 2025/2026</p> <p>Cllr Grant Proposed Seconded by Cllr Banbury</p> <p>That £4000 of the Projects to be decided (£11,130) be earmarked for the VE Day (8th May 2025) celebration to be held on Saturday 10th May 2025 and VJ Day 15th August 2025</p> <p>Decision: This was unanimously agreed</p> <p>Cllr Poskitt Proposed Seconded by Cllr Grant</p> <p>That the 25/26 budget be agreed with the addition of the above agreed motion</p> <p>Vote: For: 6 Against: 0 Abstained: 0</p> <p>Decision: The 25/26 budget was unanimously agreed</p> <p>b) To approve the precept for 2025/2026</p> <p>Cllr Grant Proposed Seconded by Cllr Williams</p> <p>That the Precept of £149,000 be approved</p> <p>Vote: For: 6 Against: 0 Abstain: 0</p> <p>Decision: The precept figure of £149,000 was unanimously agreed</p> <p>c) To discuss and agree additional signatures for bank authorisation.</p> <p>Cllr Williams volunteered to become an authorised Bank Signatory</p> <p>Decision:</p> <p>The Council unanimously agreed that Cllr Williams become an authorised Bank Signatory</p> <ul style="list-style-type: none"> • The Mayor advised that the Staff would assist Cllr Williams with the procedure needed • Cllr Cooper asked if quotes had been received for Solar Panels to be fitted in the Community Centre. Cllr Grant informed the Council that she had spoken with the RFO and there would be enough money in the 24/25 budget to cover the cost of solar panel installation but she hoped the prospect of the grant would be looked into. Cllr Grant also informed the Council

	<p>she had discussed this project with Cllr Poskitt and due to not being able to track down the survey produced by Darke & Taylor and the previous 2013 survey that suggested the roof was not viable, and she asked the Council to agree a new structural survey to be carried out after which the quotes would be sought. The Council agreed unanimously to a structural survey being carried out</p>
24/11/30 ETC	<p>8. Property Report To receive the November Property Report The Council noted the report and the following motion was put to the Council</p> <p>Motion: Proposed by Cllr Grant Seconded by Cllr Cooper</p> <p><i>WTC council agrees to, flat 4a Market Street having new carpets and vinyl flooring fitted at a cost of £2190 no VAT.</i> Budget allocation: from the agreed property allocation of £75,000 from 23/24 reserves budget minute 24/07/24.</p> <p>Vote For: 6 Against: 0 Abstain: 0</p> <p>Decision: The Council unanimously agreed the above motion</p>
24/11/31 ETC	<p>9. Town Council Election and Polling Cards To discuss the Town Council Election and to consider the use of Polling Cards. WTC agrees to use Polling Cards to be sent out at a cost of £3000</p> <p>Cllr Parnes Proposed Seconded by Cllr Cooper <i>That the council agrees to pay £3,000 for WODC to send out polling cards for the forthcoming By-Election on Thursday 16th January 2025</i></p> <p>Cllr Parnes requested a named vote</p> <p>Vote: For: 4 Cllr: Parnes, Banbury, Williams and Cooper Against: 0 Abstained: Cllr Poskitt and Cllr Grant</p> <p>Decision: The motion was carried</p>
24/11/32 ETC	<p>10. Doctors' Surgery To receive an update from the Town Meeting on 21st November 2024</p> <p>The Town Meeting was well attended, with all the principal stakeholders providing information with regard to their particular roles and views, apart from Cllr Hugo Ashton representing WODC, who was unwell, and Dr Nick Broughton, CEO of BOB ICB, who sent a statement which was read out by Cllr Williams. Questions to the panel from members of the public raised a number of issues which were responded to by the appropriate speakers on the panel. These issues were also noted by the Council and would form part of future urgent discussions to be held in order to have this long-running matter finally resolved. It was agreed that regular updates of progress from these discussions would be logged on the Council website.</p> <p>Cllr Grant asked Cllrs Poskitt and Cooper in WODC capacity if they could press the point that we need a New Doctor Surgery close to the Town Centre. Cllr Cooper suggested the Clerk contacts WODC planning requesting they keep WTC updated with any movement on Banbury Road site. The Council agreed to this. Clerk to action.</p>

<p>24/11/33 ETC</p>	<p>11. Botley Solar Farm update To receive an update on Botley Solar Farm</p> <p>The RFO provided an update. The developers have submitted their application for Development Consent to the Planning Inspector. Discussions with WODC and representatives from affected parishes about managing possible financial mitigation are progressing. The RFO had been invited to be part of the small community benefit steering community benefit steering group facilitated by WODC Council.</p> <p>The Council were please to know that the RFO with be on the steering group.</p>
<p>24/11/34 ETC</p>	<p>12. Woodstock Parking Review To note OCC's decision. Cllr Parnes said it was disappointing the OCC had not taken notice of the WTC Parking Survey points and had indicated they would contact WTC later.</p> <p>To date, the Clerk reported he had not had any correspondence from OCC on this matter.</p> <p>Cllr Grant suggested that if the Clerk had not heard from OCC by the meeting to be held Thursday 12th December 2024 that Oxfordshire County Councillor Andy Graham be informed and asked to look into WTC receiving a reply.</p> <p>The Council agreed this</p>
<p>24/11/35 ETC</p>	<p>13. Christmas Closing Dates To approve Christmas Closing Dates in line with WODC. The following Christmas Closing dates (from 23rd December 2024 till 1st January 2025 inclusive) were agreed with the emergency contact details to be available to the public.</p> <p>Cllr Grant pointed out that the decorators may wish to work during the closure dates and a plan for accessibility needed to be decided.</p> <p>The Clerk said he would carry out an emergency plan.</p> <p>Cllr Grant Proposed Seconded by Cllr Cooper Decision: The Council unanimously agreed the above motion</p>
<p>24/11/36 ETC</p>	<p>14. Exclusion of Press and Public 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. There were no confidential items on the Agenda</p>
<p>24/11/37 ETC</p>	<p>15. Close Meeting at 8:28 pm</p>

APPROVED