



**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 Community Centre, New Road,
Woodstock on Thursday 12th December 2024**

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

In Attendance: RFO Karen Howe

Chair of the Meeting: Cllr Grant (Mayor)

Members of the Public 13

The Mayor reminded the Councillors and members of the public the meeting would be recorded audio only and not filmed by WTC. Members of the public are permitted to audio record and film.

24/12/01 WTC	1. Apologies for Absence Prior to receiving apologies from Councillors the Mayor gave apologies for the Town Clerk who had been called away on personal business and thanked the RFO Karen Howe for servicing the meeting. Apologies of absence received from Cllrs: Addis, Banbury, Lancaster and Spencer-Churchill.
24/12/02 WTC	2. Declarations of Interests Cllr Poskitt declared an interest as a member of WODC Uplands Committee for Item 8. Planning and Item 14. Banbury Road Development site. Cllr Cooper declared an interest as a member of WODC Uplands Committee for Item 8. Planning and Item 14. Banbury Road Development site.
24/12/03 WTC	3. Public Participation The meeting was adjourned and 3 members of the Public addressed the Council Speaker 1: Addressed the Council regarding Grants Speaker 2: Addressed the Council regarding Bens Close Flooding Speaker 3: Addressed the Council regarding Water Meadows The meeting was reconvened .
24/12/04 WTC	4. Deployable cameras a) Report Inspector Chris Ball from TVP spoke to his report on the new deployable CCTV cameras being installed in Woodstock. The main points covered were: <ul style="list-style-type: none">• The location of the camera would be on a lamppost by The Bear Hotel.• The camera will have 360° vision with 24/7 remote monitoring.• The recordings are kept for 28 days unless needed as evidence in which case they are kept for 7 years.• The Town Council does not have access to the recordings unless they make a request.• It is hoped they will be in place by the end of the financial year.
24/12/18 WTC	18. Bens Close Flooding Cllr Parnes requested this item be brought forward for the benefit of public. This was unanimously agreed. Cllr Parnes spoke to his report and proposed the following motion:

	<p>Motion: Proposed by Cllr Parnes and seconded by Cllr Grant</p> <p>Woodstock Town Council RESOLVES to communicate this report and Resolution to the Managing Directors of Thames Water, Sovereign Housing Association, Oxfordshire County Council, West Oxfordshire District Council, and Blenheim, to express WTC's substantial concerns and disappointment in relation to continuing uncertainties and difficulties experienced by the displaced residents of Bens Close, which are exacerbated by limited communications with them, ongoing flood threats arising from the state of Banbury Road and underperformance of its Thames Water related drainage and sewage, and the lack of better flood prevention measures on the field behind the Bens Close homes; further, the Town Council requests considered responses from each addressee and urgent reinstatement of a drainage ditch or other.</p> <p>Cllr Parnes added the following addition to the motion:</p> <p>Additionally, Woodstock Town Council RESOLVES to echo this week's resolution at Witney Town Council by requesting also that Woodstock TC's clerk write a strongly worded letter to West Oxfordshire District Council insisting that more weight be given to flooding issues in WODC's Local Plan to ensure that also Woodstock's new development sites will benefit the town and protect its residents from flooding by means of suitable infrastructure.</p> <p>Cllr Poskitt requested to include reference to Hensington Close due to 3 properties being affected.</p> <p>Cllr Parnes agreed to the amendment</p> <p>The motion was voted on</p> <p>Decision</p> <p>It was agreed unanimously to accept the following motion:</p> <p>Woodstock Town Council RESOLVES to communicate this report and Resolution to the Managing Directors of Thames Water, Sovereign Housing Association, Oxfordshire County Council, West Oxfordshire District Council, and Blenheim, to express WTC's substantial concerns and disappointment in relation to continuing uncertainties and difficulties experienced by the displaced residents of Bens Close and also the residents of Hensington Close, which are exacerbated by limited communications with them, ongoing flood threats arising from the state of Banbury Road and underperformance of its Thames Water related drainage and sewage, and the lack of better flood prevention measures on the field behind the Bens Close homes; further, the Town Council requests considered responses from each addressee and urgent reinstatement of a drainage ditch or other.</p> <p>Additionally, Woodstock Town Council RESOLVES to echo this week's resolution at Witney Town Council by requesting also that Woodstock TC's clerk write a strongly worded letter to West Oxfordshire District Council insisting that more weight be given to flooding issues in WODC's Local Plan to ensure that also Woodstock's new development sites will benefit the town and protect its residents from flooding by means of suitable infrastructure</p>
<p>24/12/05 WTC</p>	<p>5. Minutes from Previous Meetings</p> <p>a) Minutes of the Town Council Meeting held on Tuesday 26th November 2024</p> <p>Cllr Poskitt requested that the last paragraph of item 24/11/33 be replaced with the following wording: 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 group facilitated by WODC Council.</p> <p>The Council were please to know that the RFO with be on the steering group.</p> <p>There were also several grammar and spelling mistakes to be corrected.</p> <p>Decision</p> <p>The Council agreed that the minutes of Tuesday 26th November 2024 as an accurate record of the meeting with agreed amendments and as the Mayor would sign the revised minutes the following day once the amendments had been made.</p> <p>b) The Council noted the Clerk's Supplementary Report regarding missing Item 9(h) from the Minutes of 15th October 2024.</p>
<p>24/12/06 WTC</p>	<p>6. Mayor and Clerks Reports</p> <p>a) To receive a report from the Mayor</p>

	<p>The Mayor informed the Council that the redecorating was going well.</p> <p>b) To receive a report from the Clerk</p> <p>The report from the Clerk was noted</p>
24/12/07 WTC	<p>7. County and District Councillor's Report</p> <p>a) To receive reports from OCC Cllr Andy Graham</p> <p>The Council noted Cllr Graham's Report, there were no questions raised.</p> <p>b) To receive reports from WODC Councillors Cllr Cooper and Cllr Poskitt</p> <p>The Council noted the WODC Councillors report, there were no questions raised</p> <p>During this item Cllr Poskitt informed the Council that she had joined the OCC "Walk and Talk" meeting and that a report will follow later.</p>
24/12/08 WTC	<p>8. Planning</p> <p>To consider the Councils response to the following licence and applications:</p> <p>a) Ref: 24/03007/HHD 15 Oxford Road Woodstock Oxfordshire</p> <p>Description: Replacement of existing rear flat roof with a pitched roof including dormer windows to create additional first floor living space</p> <p>Decision</p> <p>The Council had no objections to this application</p>
24/12/09 WTC	<p>9. Finance.</p> <p>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 30th November 2024</p> <p>Decision</p> <p>The Council unanimously agreed to approve the bank reconciliation showing a balance of £462,254.26 for the period ending 30th November 2024 and the Mayor duly signed the reconciliation.</p> <p>The Mayor duly signed the Bank Reconciliation</p> <p>b) To note the Payments Report for November 2024</p> <p>Payments of £19,556.44 inc VAT of £1,427.18 for November 2024 were noted.</p> <p>c) To note the Receipts Report for November 2024</p> <p>Receipts of £18,214.10 inc VAT of £910.31 for November 2024 were noted</p> <p>d) To note the Cost Centre Report for November 2024</p> <p>The cost centre report for November 2024 was noted</p>
24/12/10 WTC	<p>10. RoSPA Report</p> <p>The RoSPA report for 2024 was circulated prior to the meeting.</p> <p>Decision</p> <p>The Council agreed unanimously that all of the 11-recommendation stated on page 7 of the RoSPA report be actioned as soon as possible</p>
24/12/11 WTC	<p>11. Remembrance Sunday Wreaths Donation</p> <p>The Councillors discussed a donation for the British Legion.</p> <p>Decision</p> <p>The Council unanimously agreed to donate £100 under s137 provision to the British Legion for supplying the Poppy wreaths for Remembrance Sunday</p>
24/12/12 WTC	<p>12. Reintroduction of the Town and Palace dialogue meetings</p> <p>a) To agree 3 members of the Council to attend these meetings.</p> <p>Decision</p> <p>The Council unanimously agreed for Cllrs Williams, Poskitt and Parnes to be the delegated Councillors to attend these meetings.</p> <p>b) To agree one of the delegated council members to Chair these meeting alternating with Blenheim Chair</p> <p>Decision</p>

	<p>The Council unanimously agreed for Cllr Williams to be the Council’s delegated alternated Chairperson for the Town and Palace Dialogue meetings.</p> <p>Cllr Poskitt pointed out the Chair often found themselves responsible for producing the minutes which in the past had proven unsatisfactory.</p> <p>Cllr Grant suggested that as the meeting was to be of one-hour duration that the Council agree for the Clerk to service the meetings</p> <p>Decision</p> <p>The Council unanimously agreed for the Clerk to provided support to these meetings.</p>
24/12/13 WTC	<p>13. Road Closure License Chargers WODC</p> <p>The Mayor explained that there is now a charge for road closure applications and a request had been received from the Chair of “Wake up to Woodstock” to help fund the cost of £151.75</p> <p>Cllr Grant proposed and Cllr Williams seconded</p> <p>Motion: <i>WTC agrees to cover the cost of the road closer for the community event ‘Night of Thousand Candles’ to the sum of £151.75. This sum to be paid from the Civic budget as the event was for the benefit of the community.</i></p> <p>Decision</p> <p>The Council unanimously agreed</p>
24/12/14 WTC	<p>14. Banbury Road development site update</p> <p>The meeting was advised that the reply from WODC regarding the position to date on the Banbury Road development site was that they are still awaiting completion of the Section 106.</p> <p>During the item Cllr Cooper recommended the Council ask WODC for further clarification on the community land shown on the site plan and its potential use</p> <p>Decision</p> <p>The Council unanimously agreed for the RFO write to</p> <ol style="list-style-type: none"> a) WODC and Blenheim requesting defined use of use for the allocated land on the Banbury Road development plan described as ‘Community Land’ b) Follow up on the s106 money allocation that had yet to be finalised especially with regard to the new Drs Surgery
24/12/15 WTC	<p>15. Grants Policy and Guidance</p> <p>To receive the Grants Policy and Procedure</p> <ol style="list-style-type: none"> a) To agree the updated Grants Policy and Procedure b) To agree the Grants Application Form c) To agree the opening and closing date for Application for Grants 25/26 <p>Cllr Poskitt requested a change to the wording of para 2.1 of the Grants Policy and Procedure to include clarification of the number of local people that an organisation serviced.</p> <p>Decision</p> <p>The Council unanimously agreed to approve with the one amendment the Grants Policy and Procedure and the Grants Application Form and that the dates for application would be 1st January 2025 – 31st January 2025</p>
24/12/16 WTC	<p>16. Environment</p> <ol style="list-style-type: none"> a) The bus shelter survey was circulated prior to the meeting. The survey was noted b) The report from Cllr Poskitt on bus shelters, waste bins, speed indicators were circulated prior to the meeting. During the discussion the following points were raised/suggested: <ul style="list-style-type: none"> • Council could look for possible grant funding for replacing the shelters. • It is possible that the Hill Rise bus shelter will be replaced as part of the planning requirements of the new development • Has Blenheim been approached to see if they could offer to help with the Hensington Gate bus shelter • Request to add the bus shelters to the Town and Palace dialogue meeting • It was suggested that the Council go ahead with the repairs as it may be months before new shelters can be provided.

	<p>Decisions</p> <p>1 - The Council unanimously agreed for the clear panels to be fitted to the Bus Shelter situated in Oxford Road at a cost of £1,154.10 + VAT.</p> <p>2 - The Council requested the RFO to change WTC bin emptying facility to the cheaper option she recommended for immediate effect, and to obtain a quote for the cost of new bins.</p> <p>Cllr Poskitt will identify areas when extra bins were needed and report back to the Council.</p> <p>Oxford Road at a cost £1154.10 + Vat</p> <p>3 - The unanimously council agreed that Cllr Poskitt would do more research on the cost of speed indicator devices and report back to a future meeting.</p> <p>c) Christmas Lights</p> <p>To agree to form a working group for Christmas Lights 2025</p> <p>Decision</p> <p>It was unanimously agreed to defer this item until after the by-election to allow the newly elected Councillors to be included.</p>
24/12/17 WTC	<p>17. Doctor's Surgery</p> <p>Cllr Williams gave a short overview of the situation to date and said that there had been some progress, and that a letter from the ICB welcomed any suggestions and said that it was not them that had refused the site.</p>
24/12/18 WTC	<p>18. Bens Close Flooding</p> <p>This item was moved up the Agenda to be discussed before item 5</p>
24/12/19 WTC	<p>19. Exclusion of Press and Public</p> <p>Item not required</p>
24/12/20 WTC	<p>20. Close Meeting</p> <p>The Mayor wished everyone a Happy Christmas and closed the meeting at 8.27pm</p>