



**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 11<sup>th</sup> February 2025**

**Cllrs. Present:** Cllrs Grant (Mayor), Williams (Deputy Mayor), Addis, Banbury, Connolly, Cooper, Poskitt, Spencer-Churchill, Szabados and Wheatley

**In Attendance: Town Clerk:** Valentin Lavdakov

**RFO:** Karen Howe

**Chair of the Meeting:** Cllr Grant (Mayor)

**Members of the Public 17**

<b>25/02/09 WTC</b>	<p>The Mayor informed the Council that she had heard last week that a former Mayor of Woodstock Mr. Brian Cable had sadly passed away. And requested that has a remark of respect join her in a minute silence.</p> <p><b>1. Apologies for Absence</b></p> <p>Apologies were received from Cllrs: Lancaster, Parnes and OCC Cllr Graham</p>
<b>25/02/10 WTC</b>	<p><b>2. Declarations of interest</b></p> <p>Cllr Poskitt declared and interest as a member of WODC Uplands Committee Cllr Cooper declared and interest as a member of WODC Uplands Committee Cllr Spencer-Churchill declared an interest for item 7 a), 7 b) and item 17 Dr Surgery update</p>
<b>25/02/11 WTC</b>	<p><b>3. Public Participation</b></p> <p>In line with the adopted Public Participation Protocol from 12<sup>th</sup> November 2024 (24/11/03 WTC) the meeting will be adjourned for Public Participation where members of the public can address the Council on any subject they wish.</p> <p><b>Meeting Adjourned at this point for Public Participation</b></p> <p>There were 4 members of the public that wished to address the Council</p> <ul style="list-style-type: none"><li>• Speaker 1. Spoke on Climate Change.</li><li>• Speaker 2. Spoke on Public Participation and Transparency.</li><li>• Speaker 3. Spoke on Community benefits regarding the Botley West Solar Farm.</li><li>• Speaker 4. Spoke on the Civil Claim that ended in August 2024.</li></ul> <p><b>Meeting reconvened</b></p>
<b>25/02/12 WTC</b>	<p><b>4. Minutes from Previous Meetings</b></p> <p>To consider for approval the following draft minutes of the Town Council meetings:</p> <ol style="list-style-type: none"><li>a) The minutes of Thursday 12<sup>th</sup> December 2024 <b>were agreed</b> as an accurate record of the meeting with the following amendments:<ol style="list-style-type: none"><li>i. 24/12/09, 6<sup>th</sup> line delete the duplicated words <i>community benefit steering</i></li></ol></li><li>b) The Minutes of Tuesday 14<sup>th</sup> January 2025 <b>were agreed</b> as an accurate record of the meeting with the following amendments:<ol style="list-style-type: none"><li>i. 25/01/06: Add the words <i>Town Hall</i> as title of minute</li><li>ii. 6<sup>th</sup> paragraph change the word <i>once</i> to <i>ones</i></li></ol></li></ol>

	<ul style="list-style-type: none"> <li>iii. <i>line a) change the word cos to cost</i></li> <li>iv. <i>line c) Change the word sort to sought</i></li> </ul> <p>c) The minutes of Tuesday 21<sup>st</sup> January <b>were agreed</b> as an accurate record of the meeting with no amendments.</p> <p>d) The Minutes from Monday 3<sup>rd</sup> February 2025 <b>were agreed</b> as an accurate record of the meeting with the following amendments:</p> <ul style="list-style-type: none"> <li>i. <i>25/02/03 change speaker 3 to read Speaker 3 Spoke about the Botley West Solar Farm and add s 4 Speaker 4 Spoke about the Councils recording device</i></li> <li>ii. <i>25/02/05 add the words Parlour and Office lower window panes that resemble to line 2 of list of suggested items</i></li> </ul>
<p><b>25/02/13 WTC</b></p>	<p><b>5. Mayor and Clerks Reports</b></p> <p>a) To receive a report from the Mayor</p> <p>As Mayor informed the council that she had been invited to and enjoyed a very nice Christmas Dinner at the Woodstock Lunch Club on Wednesday 15<sup>th</sup> January 2025.</p> <p>The volunteers do a wonderful job and this is a fanatic serves to the older people of Woodstock, available fortnightly at a very minimum cost. The atmosphere was absolutely lovely and we were entertained by a live group called the Wooden Tops who played and sang songs we all knew and could join in with, some attendees dancing, all great fun.</p> <p>It was an event enjoyed by all and if the Council are agreeable I would like to but on record in the minute</p> <p><i>Our grateful thanks to the volunteers that run the Lunch Club, our very grateful thanks for such a wonderful service for the good of our older residents, not forgetting the volunteers that run the stroke club too. Woodstock is very lucky to have such caring volunteers</i></p> <p><b>The council unanimously agreed to record in the minutes the following:</b></p> <p><i>WTC offer grateful thanks to the volunteers that run the Lunch Club, our very grateful thanks for such a wonderful service for the good of our older residents, not forgetting the volunteers that run the stroke club too. Woodstock is very lucky to have such caring volunteers</i></p> <p>b) To receive a report from the Clerk The report is included as Appendix 1 to these minutes.</p>
<p><b>25/02/14 WTC</b></p>	<p><b>6. County and District Councillors Reports</b></p> <p>To receive reports from:</p> <p>a) OCC Cllr Andy Graham The report is included as Appendix 2 to these minutes.</p> <ul style="list-style-type: none"> <li>i. Councillor Graham was unable to attend the meeting. The Mayor suggested any questions Councillors may wish to raise with him be email, conveyed by telephone or if not urgent raise them at the March Council meeting.</li> </ul> <p>b) WODC District Cllr Cooper and Cllr Poskitt The report is included as Appendix 3 to these minutes. There were no questions for the WODC Councilors</p>

<p>25/02/15 WTC</p>	<p><b>7. Planning</b></p> <p>To consider the Councils response to the following consultations and applications:</p> <p>a) Cherwell Local Plan</p> <p>The following amendments were suggested for WTC comments on the Cherwell Local Plan: It was agreed that prior to the response being submitted it would be edited to include the following additional comments/points regarding ICOMOS comments, the effect on the setting of the Heritage site, Blenheim Park and its wall, concerns about the access to the development from the A4095 and to emphasise that the plan is not clear how WODC has been or will be involved when the infrastructure needs of the development are being considered.</p> <p style="text-align: center;"><b>The amendments were unanimously agreed</b></p> <p>b) Solar Farm</p> <p>To consider approving the Relevant Representation which is to be submitted when Woodstock Town Council register with the Planning Inspector as an interested party. The following amendments were suggested for WTC comments on the Cherwell Local Plan: It was agreed that prior to the representation being submitted that additional wording regarding the setting of the World Heritage site, Blenheim Palace, the Park and its surrounding wall be added and also wording to emphasis the effected of the solar panels on Oxfordshire Way.</p> <p style="text-align: center;"><b>The amendments were unanimously agreed</b></p> <p>c) Planning Applications</p> <ul style="list-style-type: none"> <li>• Ref: 24/03144/ADV Location: 5A Market Place Woodstock Oxfordshire</li> </ul> <p>Description: Erection of internally illuminated barbers' pole to front elevation (retrospective)</p> <p>Website Link: 24/03144/ADV</p> <p style="text-align: center;"><b>The Council had no objection to this application</b></p> <p><b>The RFO left the meeting at this point</b></p>
<p>25/02/16 WTC</p>	<p><b>8. Finance</b></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 31<sup>st</sup> January 2025</p> <p><b>The Council unanimously agreed for the Mayor to sign the Bank reconciliation for the period ending 31<sup>st</sup> January 2025. The Mayor duly signed the reconciliation.</b></p> <p>b) To note the Payments Report for January 2025 (Total £29,527.92 including VAT) <b>Noted</b></p> <p>c) To note the Receipts Report for January 2025 (Total £27,388.73 including VAT) <b>Noted</b></p> <p>d) To note the Cost Centre Report for January 2025 <b>Noted</b></p>
<p>25/02/17 WTC</p>	<p><b>9. Property Report</b></p> <p>To receive January property report</p> <p><b>Motion:</b></p> <p style="text-align: center;"><b>Proposed by Cllr Grant</b> <span style="float: right;"><b>Seconded by Cllr Spencer-Churchill</b></span></p> <p><i>WTC agrees with the advice from their property agent Breckon and Breckon, with regard to the appropriate way of dealing with the cobbled area is by license on a rolling 12 months term and the licensee should be reminded of the licensed area that is demonstrated on the map in the agreement.</i></p> <p><b>Decision: The Council unanimously agreed to this motion</b></p>

	<p><b><u>Community Centre kitchen</u></b></p> <p>The Council received a quote for the cost of the new units only and agreed that the Clerk ask Breckon and Breckon to source quotes for the Labour costs of removing the old kitchen units from the Community Centre kitchen and refitting new units and removal of rubbish</p> <p><b>Motion:</b></p> <p style="text-align: center;"><b>Proposed by Cllr Grant</b> <span style="float: right;"><b>Seconded by Cllr Spencer-Churchill</b></span></p> <p><i>WTC to agree that due to the ever-increasing cost of the utility bills, regarding of Utility bills be instigated by Breckon and Breckon</i></p> <p><b>Decision:</b></p> <p style="text-align: center;"><b>The Council unanimously agreed to this motion</b></p>
<p><b>25/02/18</b> <b>WTC</b></p>	<p><b>10. GDPR quotes for a specialist</b></p> <p>To receive quotes for GDPR</p> <p><i>Due to the need for further information and there being no budgetary provision agreed this item be deferred to the next meeting</i></p>
<p><b>25/02/19</b> <b>WTC</b></p>	<p><b>11. Grants</b></p> <p>To agree on the delegation of 3 to 5 councillors, including Cllr Poskitt as the Council Member for Finance, and to propose a table of awards for relevant applicants to be presented at the March Council meeting for a full Council decision.</p> <p><b>The Council unanimously agreed to delegated the following Councillors to carry out the initial Grant process</b></p> <p>Cllrs Grant Poskitt Williams and Wheatley</p> <ul style="list-style-type: none"> <li>• <i>Cllr Szabados left the meeting at this point</i></li> </ul>
<p><b>25/02/20</b> <b>WTC</b></p>	<p><b>12. Woodstock Exhibition Foundation</b></p> <ul style="list-style-type: none"> <li>• <i>Cllr Szabados returned to the meeting</i></li> </ul> <p>To appoint a council member to join the Woodstock Exhibition Foundation as a member and trustee.</p> <p style="text-align: center;"><b>The council unanimously agreed for Cllr Williams to be appointed</b></p>
<p><b>25/02/21</b> <b>WTC</b></p>	<p><b>13. Working Groups</b></p> <p>To discuss working group vacancies</p> <p><b>a) Victory in Europe Day</b> To consider collaboration with the Soldiers of Oxfordshire Museum (SOFO) for VE Day.</p> <p><b>The council unanimously agreed to the suggested collaboration between the Soldiers of the Oxford Museum and Woodstock Town Council and the list of suggestions within the report.</b></p> <p><b>b) Vacancies for Working Group</b></p> <p><b>i) VE Day</b></p> <p><i>The Council agreed for a VE day Working Group to be formed</i></p> <p><b>Council member agreed for the VE day Working Group are: Cllr Cooper, Banbury, Grant, Williams</b></p> <p><b>ii) Christmas Light</b></p>

	<p><i>The Council agreed to a Christmas Light Working Group being formed</i></p> <p><b>Agreed members agreed of the Christmas Lights Working Group are: Cllrs Spencer-Churchill, Cooper, and Addis</b></p> <p><b>iii) Remembrance Sunday</b></p> <p><i>The Council agreed for a Remembrance Sunday Working Group being formed</i></p> <p><b>Agreed members of the Remembrance Sunday Working Group are: Cllr Grant, Williams, Addis, and Poskitt</b></p> <p><b>iv) Environment Working Group</b></p> <p><b>The Council agreed that: Cllr Connolly and Szabados join the Environment Working Group</b></p> <p><b>v) Urgent Planning Committee</b></p> <p><b>The Council agreed that Cllr Wheatley join the Urgent Planning Committee</b></p> <p><b>vi) Bloom</b></p> <p><b>The Council agreed that Cllr Szabados be appointed as a second Cllr to Bloom</b></p>
25/02/22 WTC	<p><b>14. Annual Town Meeting</b></p> <p>To consider items for the proposed agenda of the Annual Town Meeting, scheduled for Tuesday, 25<sup>th</sup> March 2025.</p> <p>Suggested Agenda items for the Town Meeting  Dr Surgery, Parking, Flooding and Sewage, Botley West Solar Farm  Local Groups to be contacted regarding any report they wish to submit  Police to be informed of the meeting</p>
25/02/23 WTC	<p><b>15. Standing Orders</b></p> <p>Variation of Standing Order 17 viii  In accordance with Standing Order 28b) the council agreed for standing order 17 viii to be amended from</p> <p><i>17viii hold a copy of every councillors declaration of interest to read</i></p> <p><i>17 viii Hold a copy of every councillors declaration of interest at meetings</i></p> <p><b>In line with Standing Order 28. To vary a Standing Order a written special motion with 8 Councillors signatures are required.</b></p> <p><b>Cllrs that signed the special motion were: Cllrs Addis, Banbury, Connolly, Cooper, Grant, Poskitt, Spencer-Churchill, Szabados, Wheatley, Williams</b></p> <p><b>The council unanimously to the special motion.</b></p>
25/02/24 WTC	<p><b>16. Drs Surgery update</b></p> <p>To receive a report of the Drs Surgery Working Group</p> <p><b>Recommendation</b> from the Dr Surgery Working Group</p> <p>That:</p> <p><i>The Council agrees that all possible options for a new Doctors Surgery continue to be explored energetically</i></p> <p><b>The Council unanimously agreed this recommendation.</b></p>

<p>25/02/25 WTC</p>	<p><b>17. Policies</b>  <b>To receive, discuss and agree the following policies</b></p> <p>a) Mobile Phone Policy  <b>The Council agreed the Mobile phone policy with one amendment</b>  Amendment to General Guidance 10  The website link address be added to the end of the last paragraph</p> <p>b) Filming and Recording Policy  <b>The Council agreed for this item to be deferred with reference to agenda item 10 GDPR Audit.</b></p>
<p>25/02/26 WTC</p>	<p><b>18. Facebook</b>  To discuss the future use of the Council’s Facebook page  The Clerk informed the Council that the Facebook page had now been closed down. Access had been difficult as the Clerk had not got log-in detail</p> <p><b>Motion:</b></p> <p><b>Proposed Cllr Banbury</b> <b>Seconded by Cllr Grant</b></p> <p><i>The Council agrees that the Woodstock Town Council Facebook page should remain closed.</i></p> <p><b>Vote: For 5 Against 2 Abstained 3</b></p> <p><b>Decision:</b>  <b>The motion was carried</b></p>
<p>25/02/27 WTC</p>	<p><b>19. Exclusion of Press and Public</b></p> <p><b>Motion:</b></p> <p><b>Proposed by Cllr Grant</b> <b>Seconded by Cllr Poskitt</b></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><b>Decision:</b>  <b>The Council unanimously agreed the motion</b></p>
<p>25/02/28 WTC</p>	<p><b>20. Confidential</b></p> <p><b>The Clerk distributed the paper work for item 20 a; 20 b; 20 c</b></p> <p>a) Memorial Stability Testing – Annual Testing  <b>Agreed at a cost of £290</b></p> <p>b) Update on legal information  The Clerk gave an oral update on the legal situation regarding the Civil Claim received on 15<sup>th</sup> January 2025</p> <p><i>Cllr Grant proposed Seconded by Cllr Williams the meeting to be extended for 15 mins to complete the business. Under Standing Order 3 y) the meeting to be extended for 15 min to complete the business.</i></p> <p><b>The Council unanimously agreed to this proposal</b></p> <p>c) Staffing  The Clerk proposed that the Council advertise the RFO position.</p> <p><b>Decision:</b>  <i>The council unanimously agreed to the proposal for the adverting of RFO position.</i></p>

	<p>The Clerk updated the Council on the Staffing needs due to holidays and recommended temporary staff to cover these periods.</p> <p><b>Decision:</b></p> <p><i>The Council agreed unanimously for the Clerk to seek temporary staff to cover holiday periods.</i></p> <p>The Mayor, as confirmed by the Clerk, informed Councillors that they would be required to return the pink confidential papers once this agenda item was concluded.</p> <p>Cllr. Cooper refused to return the confidential papers.</p> <p>The Mayor stated that the papers contained personal information and needed to be handed in.</p> <p>Cllr. Cooper still refused to comply.</p> <p>All other Councillors returned the pink confidential papers for shredding.</p>
<p>25/02/29 WTC</p>	<p>21. Close Meeting 9.07 pm</p>

APPROVED