



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 Thursday 20th March 2025

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

In Attendance: Town Clerk Valentin Lavdakov

Chair of the meeting Cllr Grant (Mayor)

Members of the public 2

25/03/24 ETC	<p>The Mayor informed the Council that an election has been called to fill the casual vacancy and will be on the Thursday 1st May 2025 and reminded Councillors that on Saturday 29th March 2025 the West Oxon Wood Turners Association will be exhibiting and selling their beautiful wooden articles, it would be lovely if Councilors visit this event for support.</p> <p>1.Apologies for Absence</p> <p>Apologies for absence received from: Cllr Addis, Banbury, Parnes. Spencer-Churchill</p>
25/03/25 ETC	<p>2. Declarations of Interests</p> <p>Cllr Poskitt declared and interest for item 4 as member of WODC Uplands Committee.</p> <p>Cllr Cooper declared and interest for item 4 as member of WODC Uplands Committee.</p> <p>Cllr Grant declared and interest for item 6 as she lives close to the area being discussed.</p>
25/03/26 ETC	<p>3. Public Participation</p> <p>The Mayor adjourned the meeting for Public Participation</p> <p>In line with the adopted Public Participation Protocol from 12th 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> <ul style="list-style-type: none">• There were no members of the public that wished to address the Council <p>Meeting reconvened</p>
25/03/27 ETC	<p>4. Planning</p> <p>To consider the Councils response to the following:</p> <p>a) Planning Applications</p> <ul style="list-style-type: none">• Ref: 25/00492/HHD, Location: 10 Hensington Close, Woodstock, Oxfordshire Description: Demolition of existing garage, conservatory and rarer dining room. Erection of a single storey rear extension and site extension to provide additional living space over two floors. (Part Retrospective) <p>The Council had no objection to this application</p> <ul style="list-style-type: none">• Ref: 25/00570/HHD

	<p>Location: 7 Youngs Way, Woodstock, Oxfordshire Description: Erection of rear single storey extension</p> <p>The Council had no objection to this application</p> <ul style="list-style-type: none"> Ref: 25/00527/HHD Location: 9 Hill Rise, Woodstock, Oxfordshire Description: Demolition of single storey extension and outbuildings erection of two storey rear extension <p>The Council had no objection to this application</p> <ul style="list-style-type: none"> Ref: 25/00524/HHD Location: 7 Bowlers Way, Woodstock, Oxfordshire Description: Proposed loft conversion with pitches roof dormer window <p>The Council had no objection to this application</p>
25/03/28 ETC	<p>5. Risk Assessment To review the WTC Risk Assessment for 2024 – 2025</p> <p>The Risk assessment was agreed with the following amendments and for the Clerk to sign:</p> <p>Financial Management: To add the Electronic Banking Authority rules Investments: To add no investment to be more than £85,000 in line with the guaranteed return Skate park: Rename Skateboarding facility in Budds Close</p> <p>Cllr Poskitt asked that the Allotment Association are given a copy of the Council Risk Assessment for Allotments and members of Staff that hoisted the flag were reminded of the risk assessment.</p>
25/03/29 ETC	<p>6. HM Land Registry Notice To receive notification of Land Registry application</p> <p><i>Due to the papers circulated to the Council being marked private it was agreed that this item be moved down the Agenda to be discussed in confidential session</i></p>
25/03/30 ETC	<p>7. Land Use Consultation To discuss involvement The Mayor thanked Cllr Wheatley for the excellent paper he had produced. Cllr Wheatley stated he would like to contact the Stakeholder to complete his report.</p> <p>Decision <i>The Council unanimously agreed for Cllr Wheatley to continue this work and this item be deferred and brought back to the April monthly meeting.</i></p>
25/03/31 ETC	<p>8. Confidential</p> <p>Proposed by Cllr Grant Seconded by Cllr Williams</p> <p>Exclusion of Press and Public <i>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.</i></p> <p>Council unanimously agreed to move into confidential session</p> <p>The Mayor: asked that all filming and recording devices to be switched off</p> <p>The Mayor: reminded Cllrs of the importance of Confidentiality and as suggested by OALC read out the following:</p> <p>Confidential Session and control of confidential information The Clerk is going to distribute confidential papers.</p>

	<p>As per usual these are easily identified as always printed on pink paper</p> <p>I will give you a few minutes to read the information and we will then discuss and make any necessary decision.</p> <p>Once a decision has been made Councillors are requested to hand in the confidential pink papers to the Clerk who will ensure they are shredded at the end of this meeting.</p> <p>Your cooperation with this will ensure written confidential information remains confidential.</p> <p>Councillors are reminded leaking confidential information is a Breach of the Code of Conduct which we are all bound by and data protection issues avoided.</p> <p>Item 6 moved to here to be discussed under confidential session</p> <p>6. HM Land Registry Notice</p> <p>To receive notification of Land Registry application Cllr Connolly had submitted a report and motion but requested the motion be withdrawn due to information he had obtained regarding the grounds that an objection to this application must be based.</p> <p>Decision <i>The Council agreed unanimously for the motion to be withdrawn.</i></p> <p><i>Due to the deadline for objection being 24th March 2025, the Council agreed to suspend Standing orders for a different motion to be proposed</i></p> <p>Proposed by Cllr Connolly <i>WTC agrees to object to this application as no proof of ownership has been provided by the Applicant to the Land Registry Office.</i></p> <p>Seconded by Cllr Williams</p> <p>Vote: For 4 Against 1 Abstained 2</p> <p>Motion carried</p> <p>a) Staffing The Clerk outlined the necessary working structure for the Council staff to enable efficiency to carry out all Council business</p> <p>Recommendation The Council agrees to change the RFO vacancy hours from 18.5 hours per week to 25 hours per week at a lower spine point, with an addition to the job description to cover some admin work, cover for the Clerk holiday and servicing meetings if necessary.</p> <p><i>The Council unanimously agreed the recommendation</i></p> <p>All Councillors present returned the Confidential Pink Papers to the Clerk for shredding.</p>
25/03/32 ETC	Close Meeting 7:55pm