



**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 8<sup>th</sup> April 2025**

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

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

OCC: Cllr Andy Graham

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

**Members of the Public 4**

<b>25/04/01 WTC</b>	<b>1. Apologies for Absence</b> Apologies were received from Cllrs: Addis, Parnes, and Spencer – Churchill. The Clerk informed the meeting that Cllr Poskitt would be joining the meeting later.
<b>25/04/02 WTC</b>	<b>2. Declarations of interest</b> To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct  Item 7 from the Agenda - Cllr Cooper declared an interest as a member of WODC Uplands Committee Item 10 from the Agenda - Cllr Connolly declared an interest as he lives near the Water Meadows
<b>25/04/03 WTC</b>	<b>3. Public Participation</b> <b>The meeting will be adjourned at this point</b> 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. <b>The Mayor adjourned the meeting</b> <ul style="list-style-type: none"><li>There were no members of the public that wished to address the Council</li></ul> <b>Meeting reconvened</b>
<b>25/04/04 WTC</b>	<b>4. Minutes from Previous Meetings</b> To consider for approval the following draft minutes of the Town Council meetings: <ul style="list-style-type: none"><li>a) Draft Minutes from WTC meeting held on Tuesday 11<sup>th</sup> March 2025</li><li>• The minutes from Tuesday 11<sup>th</sup> February 2025 were agreed as an accurate record of the meeting with the following amendments:<ul style="list-style-type: none"><li>- Page 1. 25/03/03 first line of 3<sup>rd</sup> paragraph change the word has to had</li><li>- Page 3. 25/03/06 after 12<sup>th</sup> paragraph add:</li></ul></li></ul> Cllr Parnes raised the point with County Councillor Graham that in council proceedings several weeks earlier he had asked him about the lack of town council representation, even if only an observer status, at the meetings of the so-called stakeholder's meetings regarding a new Drs Surgery.

	<p>Councillor Graham said he considered that the timing for him to do so would be on the meeting of the stakeholders chaired by the MP to be held on the 27<sup>th</sup> of March 2025</p> <p>b) Draft Minutes from ETC meeting held on Thursday 20<sup>th</sup> March 2025</p> <ul style="list-style-type: none"> <li>The minutes of the ETC meeting held on Thursday 20<sup>th</sup> March were agreed as an accurate record of the meeting with the following amendments: <ul style="list-style-type: none"> <li>Cllr. Present: add Cllrs: Szabados and Wheatley</li> <li>Page 2 25/03/28 Change Skate Board to Skateboard</li> </ul> </li> </ul>
25/04/05 WTC	<p><b>5. Mayor and Clerks Reports</b></p> <p>a) To receive a report from the Mayor</p> <ul style="list-style-type: none"> <li>I would like to thank Councillors that supported my Charity event on Saturday 29<sup>th</sup> March 2025. Funds raised for the WOWA was almost £400 and for the Woodstock Lunch Club £100.</li> <li>I was going to say this is my last meeting as Mayor but it seems due to planning applications we will be having an ETC on Wednesday 16<sup>th</sup> April 2025.</li> <li>Please try and support the VE Day celebration of Saturday 10<sup>th</sup> May 2025. The preparations are going well and weather permitting should be very enjoyable.</li> <li>On Thursday 8<sup>th</sup> May 2025 it is the actual anniversary of 80 years since Victory in Europe and there will be a short service of Remembrance conducted by our Rector Sarah Bourne at the War Memorial outside the Church at 11:00am.</li> <li>On such an important date, please may I ask that as many Councillors as possible attend to show respect for those that lost their lives to keep us free.</li> <li>The Council had received a donation from the Marlborough Charitable Trust of £500 for nesting boxes on the Water Meadows.</li> <li>Grateful thanks were expressed for Mr Stan Scott who had kindly volunteered to repaint the Bus Shelter in Old Woodstock which was not completed and he had done a wonderful job.</li> </ul> <p>b) To receive a report from the Clerk</p> <ul style="list-style-type: none"> <li>The Clerk reported that there had been glitches with the current fire alarm system this was due to the ongoing replacement of BTs copper cables with fibre there had been glitches with optic cables. The total cost of the upgrade of the fire alarm system at both the Town Hall and Community Centre was £700 + VAT. With an accordance with the current Financial Regulations the Clerk is authorised to approve payments under £1000 with the agreement of the Mayor.</li> <li>The membership with the Oxfordshire Playing Field association has been renewed at a cost of £61.00 excluding VAT</li> <li>Whiteoak Landscaping started the relaying of the Cobbled area at the rear of the Town Hall today 08.04.25 and it expected to take 7 days</li> <li>The internal Audit is scheduled for Tuesday 17<sup>th</sup> June 2025 as this marks the 3<sup>rd</sup> year for the current Auditor, the Council will be required to appoint a new auditor. The Clerk would be seeking quotes for this.</li> </ul>
25/04/06 WTC	<p><b>6. County and District Councillors Reports</b></p> <p>To receive reports from</p> <p>a) OCC Cllr Andy Graham Councillor</p> <ul style="list-style-type: none"> <li>Graham had not arrived at this point of the meeting (Item moved down the Agenda between items 11 and 1)</li> </ul> <p>b) WODC District Cllr Cooper and Cllr Poskitt</p> <ul style="list-style-type: none"> <li>Cllr Poskitt had not arrived at this point of the meeting</li> <li>Cllr Cooper ask if there were any questions.</li> <li>Cllr Williams asked how the empty homes mentioned in the report were identified?</li> <li>Cllr Cooper replied: they owner pay double council tax, if its empty for I think 18 months you pay double council tax.</li> <li>Cllr Wheatley asked how do you identify they are empty.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllr Cooper: said because they have to pay double council tax.</li> <li>• The Mayor commented that the empty houses were probably identified when Council Tax ceased to be paid and then the district council would investigate.</li> </ul>
25/04/07 WTC	<p><b>7.Planning</b></p> <p>To consider the Councils response to the following consultations, applications and appeals:</p> <p>a) Ref: 25/00734/HHD Location: 12 High Street Woodstock Oxfordshire Description: Erection of single storey rear extension and the rebuild of a garden wall <b>The Council had no objection to this application</b></p> <p>b) Ref: 25/00784/LBC Location: 12 High Street Woodstock Oxfordshire Description: Erection of single storey rear extension and the rebuild of a garden wall</p> <p>c) Ref: 25/00721/HHD Location: 27 Bear Close Woodstock Oxfordshire Description: Demolition of garage and erection of two storey side extension <b>The Council had no objection to this application</b></p> <p>d) Ref: 25/00520/LBC Location: 37 Manor Road Woodstock Oxfordshire Description: Replacement of 3 windows <b>The Council had no objection to this application</b></p> <p>e) Ref: 25/00566/LBC Location: 35 Manor Road Woodstock Oxfordshire Description: Internal and external alterations to replace the windows on the rare elevation <b>The Council had no objection to this application</b></p> <p>f) Ref: 25/00699/OUT Location: Land North East of Manor Farm Cottage 14 Manor Road Description: Outline planning application with some matters reserved to erect a self-build dwelling <b>The Council had no objection to this application</b></p> <p>g) Ref: 25/00535/HHD Location: 2 Water Brook View Woodstock Oxfordshire Description: Erection of a flat roof porch <b>The Council had no objection to this application</b></p> <p>h) Ref: 25/00589/HHD Location: 11 Boundary Close Woodstock Oxfordshire Description: Single storey rare extension, garage conversion, loft extension, and single storey infill front extension to the existing porch</p>

	<ul style="list-style-type: none"> <li>The Council noted that the removal of the Garage door to be replaced by a window had previously been refused with other application to this row of houses and should be taken into consideration so that the row of properties remains the same</li> </ul> <p>i) Appeal Ref: APP/D3125/W/24/3353373 Location: 31 Oxford Road Woodstock Oxfordshire Noted</p>																																								
25/04/08 WTC	<p><b>8. Finance</b></p> <p>This Item was deferred to the next meeting.</p> <p>Due to bank statements not being received in time it was agreed this item be deferred to the ETC to be held on Thursday 16<sup>th</sup> April 2025</p> <p>OCC Cllr Andy Graham joined the meeting at 7:15pm</p>																																								
25/04/09 WTC	<p><b>9. Schedule of Meetings for 25/26</b></p> <p>The schedule of meeting for 25/26 were unanimously agreed</p> <p><b>Meeting Schedule 2025-2026</b></p> <table border="1"> <thead> <tr> <th colspan="2">2025/26</th> </tr> <tr> <th colspan="2">2025</th> </tr> </thead> <tbody> <tr> <td>Tuesday 13<sup>th</sup> May</td><td>Town Council Annual Meeting</td> </tr> <tr> <td>Tuesday 27<sup>th</sup> May</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 24<sup>th</sup> June</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 22<sup>nd</sup> July</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>August</td><td>No Meeting</td> </tr> <tr> <td>Tuesday 2<sup>nd</sup> September</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 14<sup>th</sup> October</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 11<sup>th</sup> November</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 25<sup>th</sup> November</td><td>Town Council Budget Meeting</td> </tr> <tr> <td>Tuesday 9<sup>th</sup> December</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Mayors Carols</td><td>To be confirmed by the Mayor</td> </tr> <tr> <th colspan="2">2026</th> </tr> <tr> <td>Tuesday 13<sup>th</sup> January</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 10<sup>th</sup> February</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 10<sup>th</sup> March</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 24<sup>th</sup> March</td><td>Annual Town Meeting at CC</td> </tr> <tr> <td>Tuesday 14<sup>th</sup> April</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 12<sup>th</sup> May</td><td>Annual Town Council Meeting</td> </tr> </tbody> </table> <p><b>Please note.</b></p> <p><b>Additional meeting may be called to allow transactions of the Council Business.</b></p> <p><b>Please refer to the website or notice boards for any changes and additional meetings</b></p> <p><b>The Annual Town Meeting held at the Community Centre starts at 7.30 pm</b></p>	2025/26		2025		Tuesday 13 <sup>th</sup> May	Town Council Annual Meeting	Tuesday 27 <sup>th</sup> May	Town Council Monthly Meeting	Tuesday 24 <sup>th</sup> June	Town Council Monthly Meeting	Tuesday 22 <sup>nd</sup> July	Town Council Monthly Meeting	August	No Meeting	Tuesday 2 <sup>nd</sup> September	Town Council Monthly Meeting	Tuesday 14 <sup>th</sup> October	Town Council Monthly Meeting	Tuesday 11 <sup>th</sup> November	Town Council Monthly Meeting	Tuesday 25 <sup>th</sup> November	Town Council Budget Meeting	Tuesday 9 <sup>th</sup> December	Town Council Monthly Meeting	Mayors Carols	To be confirmed by the Mayor	2026		Tuesday 13 <sup>th</sup> January	Town Council Monthly Meeting	Tuesday 10 <sup>th</sup> February	Town Council Monthly Meeting	Tuesday 10 <sup>th</sup> March	Town Council Monthly Meeting	Tuesday 24 <sup>th</sup> March	Annual Town Meeting at CC	Tuesday 14 <sup>th</sup> April	Town Council Monthly Meeting	Tuesday 12 <sup>th</sup> May	Annual Town Council Meeting
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25/04/10 WTC	<p><b>10. Environmental</b></p> <p>To receive a report from the EWG and consider the recommendations within</p> <p><b>1. Recommendations</b></p> <p>The Council agrees for the Clerk to:</p>																																								

- i) Contact 'The Wychwood Project' requesting a quote for them returning to oversee and implement the maintenance of the Water Meadow

**The council unanimously agreed this recommendation**

- ii) **Contact Blenheim Estate to arrange a meeting to discuss the work needed to the banks on the other side of the river that belongs to them.**

**The council unanimously agreed this recommendation**

- iii) Complete the process of getting Local Nature Reserve status for the water meadows to open up access to future support and funding.

**Vote: For: 7**

Against: 0

Abstained: 1

**The recommendation was agreed**

- iv) To move forward to identify and obtain quotes for the council to consider appointing an independent hydrologist to advise the working group, as agreed at the last council meeting. (The Council had previously delayed their agreement to seeking quotes for an independent hydrologist until they had received a report from the Environment Agency – having received the Environmental Agency report on 17<sup>th</sup> March 2025 we now need to move ahead).

**Vote: For: 0**

**Against: 7**

Abstained: 1

## The recommendation fell

## 2. Cemeteries

Cllr Grant presented a comprehensive report on the state of the cemeteries and actions that have been undertaken (attached). The only outstanding and overdue action relates to maintenance of the Lawn Cemetery gates. They need rubbing down and oiling on an annual basis.

**Recommendation:**

The council instructs the Clerk to identify potential contractors to undertake this work and get quotations

**The council unanimously agreed this recommendation**

### 3. Under AOB

Cllr Poskitt (non-member of WG) raised the matter of St Mary Magdalene Church only having been recognised as a bronze ECO-church and that one of its shortcomings was its need to communicate more about its “ECO” activities. It was therefore considering a display of their activities.

**Recommended:**

In due course, the Council to consider take a stall to showcase the work of the council when the church decides to hold an event to promote the matter. Concern was raised that WTC should take care that it did not end up with responsibility for running the event in the future. The wonderful work of the volunteers in the church yard was commended.

**The council unanimously agreed this recommendation**

To receive a report from the Environmental Agency regarding the visit to the Water Meadows on Monday, 17<sup>th</sup> March 2025 **Noted**

25/04/11  
WTC

## 11. VE Day

To receive an update about VE Day

	The Clerk provided a table on the progress of preparations for the VE Day Celebration and remarked all going well.
<b>25/04/12 WTC</b>	<p>Item 6a) moved to here</p> <p>6 a) OCC Cllr Andy Graham Councillor</p> <p>Council Graham reported to the Council</p> <ul style="list-style-type: none"> <li>• Blenheim has started work the bunding at Eagle Lodge/ Grove Road to hold back the water that runs off the Chalet Park effecting Grove Road</li> <li>• Banbury Road has had some patch resurfacing</li> <li>• James Whiting (WODC) who is in charge of parking and looks at the traffic management of Blenheim events will attentively due to the election will pop a date in the diary to look at the Christmas Event in particular as it causes an impact on roads in and around Woodstock. We need to move away from shall we say light of what is happening at the moment and it is not enforced so we have asked Blenheim to actually do a traffic management plan, so we have a clear idea well in advance where in their minds the parking issues are. We then go beyond that and say what are we going to do beyond this and who is going to pay for it going forward</li> <li>• OCC, it has been announced in the last few days that we are number one in the country for recycling, WODC is 16<sup>th</sup> out of 79 councils which is pretty good anyway although Southam Vale has beaten us to it and they are well ahead.</li> <li>• The Stakeholders New Doctors Surgery for Woodstock held on Thursday 27<sup>th</sup> March 2025 had been a very positive and productive meeting and the minutes were due to be sent to WTC soon. In 8 weeks' time at the next meeting we should have a very positive conclusion, with a very positive forecast and the actual site should be agreed. There is a Commercial site to be signed off by then and possibly a surgery site to bring the timeline closer</li> </ul> <p>Cllr Williams asked if there was a definite date for the meeting in 8 weeks' time.</p> <p>Cllr Graham replied there is a date but I cannot remember it and he will let the Clerk know. The most important thing is that settlement is imminent and you will have far more details than you do tonight.</p> <p>Cllr Williams stated that you have been asked a number of time if someone from the Council could observe have you moved any further with this?</p> <p>Cllr Graham replied that he had taken it to the meeting and the chair of het meeting was going to speak to the Mayor.</p> <p>Cllr Banbury: requested a timetable and responsibilities for the grass cutting in Woodstock that had been promised by you and Cllr Cooper by the end of March</p> <p>Cllr Graham: suggested he and Cllr Cooper look into this</p> <p>Cllr Williams: Passageway opposite the Undertakers and new café has been re: cobbled and it horrible and need redoing</p> <p>Cllr Graham requested a photo of the offending area and he would look into it</p> <p>The Mayor informed that the trees in the town had started sprouting and look quite green now, which she was pleased about and asked if any further action had been taken regarding eth bus timetable to enable theatre goers from Woodstock to get a bus home.</p> <p>Cllr Graham said he had no update but it was on the list</p> <p>The Mayor asked Cllr Cooper if he had had chance to speak to WODC with regard the Air Ambulance clothing collection box to be situated in the Hensington Road Car Park.</p> <p>Cllr Cooper replied had had but the person he had spoken to was on holiday and he would look into it.</p>

25/04/13 WTC	<b>12. Structural Engineer Report</b> To receive a report from the Structural Engineer regarding the community centre roof. <b>Noted</b> The Council agreed that the Clerk asked the Councils Property Agent Breckon and Breckon to seek quotes for the installation of Solar Panels on the Community Centre. <b>Cllr Poskitt joined the meeting at 7:45 pm</b>
25/04/14 WTC	<b>13. GDPR</b> To receive a report from the audit conducted by Satswana, the Council's Data Protection Officer <b>Noted</b>
25/04/15 WTC	<b>14. New Drs Surgery</b> To receive an update from Cllr Williams Cllr William gave an update on the New Drs Surgery Working Group and presented the following recommendation <b>Recommendations:</b> <ul style="list-style-type: none"> <li>a) That Council ask the Town Clerk to send a follow-up FoI request to BOB ICB  <b>The Council unanimously agreed this recommendation</b></li> <li>b) That Council ask the Town Clerk to arrange a meeting with Kim Langford-Terjrar, officer responsible for S106 matters at WODC  <b>The Council unanimously agreed this recommendation</b></li> <li>c) That Council ask WODC for any planning application for the Hensington Road Old Thames Valley Police site to only be granted if it includes the provision of a Doctors' Surgery  <b>The council unanimously agreed this recommendation</b></li> <li>d) That Council ask the Town Clerk to arrange a meeting between the Mayor and the Deputy Mayor and the new Chair of Blenheim Estate, Jeremy Helsby  <b>The council unanimously agreed this recommendation</b></li> </ul>
25/04/16 WTC	<b>15. Land Use Consultation</b> To agree the response (previously circulated) <b>Cllr Poskitt suggested some additional information to be included in the reply. Cllr Wheatley said he would amend the document enlarging on the areas suggested.</b> <b>The Council agreed for the draft report to be submitted and that the Clerk would sign it on behalf of Woodstock Council.</b>
25/04/17 WTC	<b>16. Regard of Significance (Civic Budget)</b> To receive a report from Cllrs Grant, Poskitt, and Williams <b>Motion:</b> Proposed by Cllr Grant <span style="float: right;">Seconded by Cllr Poskitt</span> <i>The council agrees that the under spend of the 24/25 Civic Allowance balance of £377.33 be carried over to the 25/26 Civic Budget Allowance to cover the cost of the reception outlined in this report and leaving the 25/26 Civic Allowance intact for the next Mayor in May</i> <b>The Council unanimously this motion</b>
25/04/18 WTC	<b>17. OCC possible Grant for flooding</b> To receive a report from OCC regarding a possible grant for flooding The Council agreed that Cllr Connolly would assist the Clerk to fill in the application for possible funding for flood work.

<b>25/04/19 WTC</b>	<b>18. Solar Farm</b> <b>Botley West Solar Farm - EN010147</b>  To receive a report for Botley West Solar Farm <b>The Council agreed for the Clerk to contact Karen Howe the Councils representative and request she attends this meeting on the council's behalf.</b>
<b>25/04/20 WTC</b>	<b>19. West Oxfordshire Community Infrastructure Levy (CIL) Schedule examination</b> <b>The Council agreed that for the Clerk to reply with WTCs agreement to the scheme</b>
<b>25/04/21 WTC</b>	<b>20. Housing Supply Targets</b>  To receive a report for Housing Supply Targets (enclosed) Cllr Williams Cllr Williams, Connolly and Wheatley will link in to the online meeting
<b>25/04/22 WTC</b>	<b>21. Confidential</b>  <b>Confidential Session and control of confidential information</b>  <b>As advised by OALC</b>  <b>The Mayor read out the following</b>  The Clerk is going to distribute confidential papers.  As per usual these are easily identified as always printed on pink paper  I will give you a few minutes to read the information and we will then discuss and make any necessary decision.  Once the 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.  Your cooperation with this will ensure written confidential information remains confidential  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.  <b>a) Land Registry</b>  <b>Decision:</b>  <b>The Council agreed not to continue with their objection as it had come to light that the piece of land belongs to WODC.</b>
<b>25/04/23 WTC</b>	<b>23. Close Meeting 8:13 pm</b>





**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 16<sup>th</sup> April 2025**

**Cllrs. Present:** Cllrs Grant (Mayor), Williams (Deputy Mayor), Banbury, Connolly, Parnes, Szabados and Wheatley

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

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

**Members of the Public 2**

<b>25/04/24 ETC</b>	<b>1. Apologies for Absence</b> Apologies were received from Cllrs: Addis, Cooper, Poskitt, and Spencer – Churchill.
<b>25/04/25 ETC</b>	<b>2. Declarations of interest</b> No declarations of interest were received.
<b>25/04/26 ETC</b>	<b>3. Public Participation</b> <b>The meeting will be adjourned at this point</b> 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. <b>The Mayor adjourned the meeting</b> <ul style="list-style-type: none"><li>• There were no members of the public that wished to address the Council</li></ul> <b>Meeting reconvened</b>
<b>25/04/27 ETC</b>	<b>4.Planning</b> To consider the Councils response to the following consultations, applications and appeals:  a) Ref: 25/00766/S73 Location: Land North of Hill Rise Woodstock Proposal: Variation of condition 4 of planning permission 21/00189/FUL to allow landscape design amendments and various elevation, roof form and layout design changes within Phase I.  <b>WTC previous objections to this application still stand and concern about the added burden on the healthcare facility and further concerns about flooding due to climate change.</b>  b) Ref: 21/00189/FUL Location: Land North of Hill Rise Woodstock Proposal: Hybrid planning application consisting of full planning permission for 48 dwellings, 57 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 132 dwellings, up to 57 sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works (amended).

	<p><b>WTC previous objections to this application still stand and concern about the added burden on the healthcare facility and further concerns about flooding due to climate change.</b></p> <p>c) Ref: 25/00907/HHD Location: 15 Hedge End Woodstock Oxfordshire Proposal: Erection of single storey rear extension with rooflight</p> <p><b>WTC has no objection to this application. The Council commented on the fact that the application does not show anything that is energy efficient.</b></p> <p>d) Ref: 25/00856/HHD Location: 15 Oxford Road Woodstock Oxfordshire Proposal: Construction of detached garage</p> <p><b>The Council had no objection to this application</b></p>
<b>25/04/28 ETC</b>	<p><b>5. Finance</b></p> <p>To approve and sign the following:</p> <ul style="list-style-type: none"> <li>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31<sup>st</sup> March 2025 (Total £404,192.63) – <b>Noted</b></li> <li>b) To note the Payment Report for March 2025 (Total £23,521.79 including VAT) – <b>Noted</b></li> <li>c) To note the Receipt Report for March 2025 (Total £17,717.47 including VAT) – <b>Noted</b></li> <li>d) To note the Cost Centre Report for March 2025 – <b>Noted</b></li> </ul>
<b>25/04/29 ETC</b>	<p><b>6. Close Meeting 7:15 pm</b></p>



**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 6<sup>th</sup> May 2025**

**Cllrs. Present:** Cllrs Grant (Mayor), Williams (Deputy Mayor), Cooper, Connolly, Melliss, Parnes, Szabados and Wheatley.

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

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

**Members of the Public 10**

**Before opening the meeting, the Mayor informed the Council that sadly Cllr Addis's husbanded had passed away on Sunday morning and asked as a mark of respect to stand and join her in a minute's silence.**

<b>25/05/01 ETC</b>	<b>1. Apologies for Absence</b> Apologies were received from Cllrs: Addis, Banbury, Poskitt, and Spencer – Churchill.
<b>25/05/02 ETC</b>	<b>2. Declarations of interest</b> To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct  <b>The following Declarations of interest have been received:</b> <ul style="list-style-type: none"><li>• Item 4: Cllr Cooper declared an interest as member of WODC Uplands Committee</li><li>• Item 7: Cllr Cooper declared an interest</li><li>• Item 7: Cllr Grant declared a personal interest due to an ancestral connection with the Social Club/Community Asset.</li></ul>
<b>25/05/03 ETC</b>	<b>3. Public Participation</b> <b>The Mayor adjourned the meeting for Public Participation.</b> <b>2 members of the public addressed the Council.</b> <ul style="list-style-type: none"><li>• <b>Speaker 1:</b> Addressed the Council on the forthcoming Annual Town Council Meeting with regard to Working Groups.</li><li>• <b>Speaker 2:</b> Addressed the Council on Item 7 on the Agenda with regard to the application for registration of a Community Asset, 44 Oxford Street Woodstock.</li></ul> <b>Meeting reconvened</b>
<b>25/05/07 ETC</b>	<b>The Mayor asked the Council to agree to move item 7 up the Agenda to this part of the meeting</b> <b>The Council unanimously agreed 7. Assets of Community Value under Localism Act 2011</b> To receive, discuss and agree any comments Council wishes to submit regarding the Nomination of Woodstock Social Club 44, Oxford Street OX20 1TT as an Asset of Community Value.  WTC has received the following document from WODC: <ul style="list-style-type: none"><li>• <b>Community Right to Bid – List of Assets of Community Value</b></li></ul>

	<ul style="list-style-type: none"> <li>• <b><u>Property - Woodstock Social Club, 44 Oxford Street Woodstock OX20 1TT</u></b></li> <li>• <b><u>Part 5 Chapter 3 Localism Act 2011, Assets of Community Value (England) Regulation 2012</u></b></li> </ul> <p>The District council has received a nomination of the above property named above as an asset of Community Value.</p> <p>WTC have been asked to make comment and the following 2 points taken into consideration.</p> <ol style="list-style-type: none"> <li>1. <b>The main use of the land/building furthers the social wellbeing or social interest of the local community.</b></li> <li>2. <b>It is realistic that a main use of the land/building will continue to further the social wellbeing of social interests in the local community.</b></li> </ol> <p><b>Motion:</b></p> <p><b>Proposed by Cllr Grant</b> <span style="float: right;"><b>Seconded by Cllr Williams</b></span></p> <p><i>WTC supports the nomination of Property - Woodstock Social Club, 44 Oxford Street Woodstock OX20 1TT to be included on a "List of Assets of Community Value". Under the terms of legislation.</i></p> <p style="text-align: center;"><b>The Council unanimously agreed this motion</b></p>
<b>25/05/04 ETC</b>	<p><b>4.Planning</b></p> <p>To consider the Council's response to the following consultations, applications and appeals:</p> <ol style="list-style-type: none"> <li>a) Ref: 25/01032/HHD Location: 19 Parsons Drive Woodstock Oxfordshire Proposal: Conversion of loft space above garage into first floor living space</li> </ol> <p style="text-align: center;"><b>The Council had no objection to this application</b></p>
<b>25/05/05 ETC</b>	<p><b>5. Planning Reform Conference: Unlocking Sustainable Growth (previously circulated)</b></p> <p>To discuss attendance and the funding for the conference</p> <ul style="list-style-type: none"> <li>• <b>The Council agreed that due to the cost of attending the Planning Reform Conference to nominate one Cllr to attend.</b></li> <li>• <b>The Council unanimously agreed for Cllr Wheatley to attend the Conference representing WTC.</b></li> </ul>
<b>25/05/06 ETC</b>	<p><b>6. Data Protection and Freedom of Information Policy</b></p> <p>To receive the updated Data Protection and Freedom of Information Policy.</p> <p>After a short discussion the Council felt this document did not include adequate information.</p> <p><b>The Council unanimously agreed to defer this item so that the Clerk could seek further information.</b></p>
	<p><b>7. Assets of Community Value under Localism Act 2011</b></p> <p><i>This item was moved up the Agenda to be discussed after item 3 Public Participation.</i></p>
<b>25/05/08 ETC</b>	<p><b>Due to the sensitivity of item 9 the Council are asked to consider this item being taken in confidential session.</b></p> <p><b>8. Exclusion of Press and Public</b></p> <p><b>Proposed by Cllr Grant</b> <span style="float: right;"><b>Seconded by Cllr Williams</b></span></p> <p><b>Exclusion of Press and Public</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>

	<b>The Council unanimously agreed to move the meeting into Confidential Session</b>
<b>25/05/09 ETC</b>	<p><b>9. Property Report (enclosed)</b></p> <p>To receive a report regarding the Cobble Area to the rear of the Town Hall.</p> <p><b>Motion:</b></p> <p><b>Proposed by Cllr Grant</b> <span style="float: right;"><b>Seconded by Cllr Williams</b></span></p> <p><b>WTC agrees that:</b></p> <ul style="list-style-type: none"> <li>a) <i>the available area to be covered under license for outside dining be extended as shown on the map to the Cycle Rack area to enable a larger area to be a viable proportion to the licensee.</i></li> <li>b) <i>the Clerk approaches the appropriate authority to request the removal of at least 2 of the 6-cycle racks due to them seeming only being used to dump unwanted bicycles (which has cost the Council to have them removed) and the availability of many other cycle racks in the town.</i></li> </ul> <p>Cllr Cooper requested an amendment to part b) of the motion</p> <p><i>That the Cycle racks were not removed.</i></p> <p>Cllr Grant the propose of the motion and Cllr Williams seconded of the motion <b><u>did not accept this motion.</u></b></p> <p>Cllr Williams proposed an amendment that <i>4 out of 6 of the Cycle racks be removed.</i></p> <p>Cllr Grant accepted this amendment.</p> <p>The Mayor took the vote in 2 parts.</p> <p><b>WTC agrees that:</b></p> <ul style="list-style-type: none"> <li>a) <i>the available area to be covered under license for outside dining be extended as shown on the map to the Cycle Rack area to enable a larger area to be a viable proportion to the licensee.</i></li> </ul> <p style="text-align: center;"><b>The Council unanimously agreed part a) of the motion</b></p> <ul style="list-style-type: none"> <li>b) <i>the Clerk approaches the appropriate authority to request the removal of at least 4 of the 6-cycle racks due to them seeming only being used to dump unwanted bicycles (which has cost the Council to have them removed) and the availability of many other cycle racks in the town.</i></li> </ul> <p>The amended part b) of the motion was put to the vote</p> <p><b>Vote:</b></p> <ul style="list-style-type: none"> <li>• <b>For: 6</b></li> <li>• <b>Against: 2</b> (Cllr Cooper &amp; Cllr Wheatley requested their vote against part b) of motion include their names in the minutes)</li> <li>• <b>Abstained 0</b></li> </ul> <p style="text-align: center;"><b>Motion carried</b></p> <p>The Council also agreed that the following be included in the License requirement:</p> <ul style="list-style-type: none"> <li>• No Patio heaters to be used.</li> <li>• Nothing to be attached to the Town Hall as a listed building.</li> <li>• User not to encroach over the boundary of the agreed space.</li> <li>• No utensils, Crockery, Glass, etc. to be left on the tables when unattended.</li> <li>• All due care and attention as far as possible to leave access to the public.</li> <li>• All due care and attention will be operated to ensure there is no obstruction to pedestrians, pushchairs or disability vehicles and no utensils or broken article are left on the tables.</li> </ul>

	<ul style="list-style-type: none"> <li>• User not to encroach over the boundary of the agreed space.</li> <li>• No utensils, Crockery, Glass, etc. to be left on the tables when unattended.</li> <li>• All due care and attention as far as possible to leave access to the public.</li> </ul> <p>All due care and attention will be operated to ensure there is no obstruction to pedestrians, pushchairs or disability vehicles and no utensils or broken article are left on the tables.</p>
<b>25/05/10 ETC</b>	<p>The Mayor asked for Volunteers to help erect the flags for the VE Celebration.  Cllrs Grant, Williams, Connolly, Wheatley and Szabados volunteered.  Cllr Grant said her husband would also help and supply the ladder needed.  It was agreed to meet at 5pm the following evening.</p> <p><b>10. Close Meeting 8:10 pm</b></p>



**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 13<sup>th</sup> May 2025**

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

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

**Chair of the Meeting:** Cllr Grant

Members of the Public 8

<b>25/05/11 WTC</b>	<b>1. Election of Town Mayor</b> <ul style="list-style-type: none"><li>a) Nomination of Councillors for Town Mayor<ul style="list-style-type: none"><li>- Cllr Grant called for nomination for Mayor</li></ul></li><li>b) Vote on Nominated Candidates<ul style="list-style-type: none"><li>- Cllr Spencer Churchill nominated Cllr Grant Seconded by Cllr Poskitt</li></ul></li><li>c) Signing of Declaration of Acceptance<ul style="list-style-type: none"><li>- <b>There being no other nomination Cllr Grant was declared Mayor and duly signed acceptance of Office</b></li></ul></li></ul>
<b>25/05/12 WTC</b>	<b>2. Election of Deputy Mayor</b> <ul style="list-style-type: none"><li>a) Nomination of Councillors for Deputy Mayor<ul style="list-style-type: none"><li>- The Mayor called for nomination for Deputy Mayor</li></ul></li><li>b) Vote on Nominated Candidates<ul style="list-style-type: none"><li>- Cllr Wheatley nominated Cllr Williams seconded by Cllr Spencer-Churchill</li></ul></li><li>c) Signing of Declaration of Acceptance<ul style="list-style-type: none"><li>- <b>There being no other nomination Cllr Williams was declared Deputy Mayor and duly signed acceptance of Office</b></li></ul></li></ul>
<b>25/05/13 WTC</b>	<b>3. Apologies for Absence</b> <p>To receive and consider for acceptance apologies for absence.</p> <p>Apologies were received from Cllr Addis and Cllr Connolly</p>
<b>25/05/14 WTC</b>	<b>4. Declarations of Interests</b> <p>To receive any declarations of interest on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct</p> <ul style="list-style-type: none"><li>- Item 7: Cllr Cooper declared a personal interest.</li></ul>

25/05/15 WTC	<p><b>5. Public Participation</b></p> <p><b>The meeting will be adjourned at this point</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>The Mayor adjourned the meeting</b></p> <ul style="list-style-type: none"> <li>• There were no members of the public that wished to address the Council</li> </ul> <p><b>Meeting reconvened</b></p> <p><b>The Mayor before moving to the next item read out the following</b></p> <p>I would like to offer my sincere appreciation and I'm sure you will all agree for the dedication Valentin our Town Clerk as shown since taking up the post in August last year. He has and still is working hard to put all the necessary policies and proceedings in order and I feel gone way beyond expectation. Thank you very much Valentin and with Councils permission I would like this to be recorded in the minute.</p> <p><b>The Council unanimously agreed for this token of appreciation to be included in the minutes of this meeting</b></p> <p>Before we move on I would like to thank our Staff and Councillors that supported the Celebration on Saturday for the 80<sup>th</sup> anniversary of VE Day.</p> <p>Grateful thanks to Cllr Spencer- Churchill 'His Grace the Duke of Marlborough' for opening this event being a descendant of Sir Winston Churchill.</p> <p>I have also written to the varies organisation and people thanking them for their help making this event such a success.</p> <p>It was extremely well attended; the weather was amazing the feedback very positive and I believe helped local business.</p> <p>I would also like to thank Cllr John Banbury for twirling me around the Town Square, to the delight of the crowd 'Watch out Strictly'</p> <p><b>The Clerk wished to speak and said:</b></p> <p>When I first stepped into this role, I'll admit—I was a bit nervous, not knowing exactly what to expect. But from day one, you made me feel welcome and supported, and that made all the difference. Thank you madam Mayor for your dedication, for sharing your knowledge so generously, and for taking the time to answer my questions. Your kindness, encouragement, and guidance have been truly appreciated, and the lessons I've learned from you are invaluable.</p> <p><b>The Mayor reported:</b></p> <p><b>The Social Club was granted their ACV yesterday and sends thanks to WTC for their support.</b></p>
25/05/16 WTC	<p><b>6. Appointment of Councillors Roles</b></p> <p>a) To consider the list of Councillor Roles and to agree any changes. The Council has voted on the following Councillor roles:</p>



	<p><b>Finance including Grants and s106: Council Member for Finance (CMfF)</b> Cllr Poskitt with Cllr Wheatley as her substitute.</p> <p><b>Property: Council Member for Property (CMfP)</b> Cllr Cooper</p> <p><b>Assets Register:</b> RFO</p>
	<b>Urgent Planning Committee:</b> Cllrs Grant, Poskitt, Williams, Parnes, Banbury & Wheatley
	<b>Staffing Working Group</b> Cllrs Grant, Poskitt Williams and Banbury. Floating members: Cllr Parnes and Cllr Wheatley
	<p><b>Environmental Working Group Members</b></p> <p>Cllrs Wheatley (Chair), Grant, Banbury, Spencer-Churchill, Connelly and Szabados with the addition of 2 members of the Public Mr. Maurice Parkinson, the Water Meadows Volunteer Warden and Mr. Bob Pomfret, OWL Volunteer Warden</p>
	<p><b>New Drs Surgery Working Group</b></p> <p>Cllr Williams (Chair), Cllr Grant, Cllr Parnes, and Cllr Banbury. Members of the Public: Mr. Ian Hudspeth &amp; Stan Scott.</p> <p>As Cllr Connolly was not present at the meeting but had requested to join the working group, and Cllr Melliss also expressed interest in joining, the Council decided to defer this for the WTC meeting on 27<sup>th</sup> May 2025 for further discussion.</p>
	<p><b>Website, Social Media and Newsletters Working Group</b></p> <p>This will be controlled by staff only under the Guidance of the Clerk as paid Officers and covered by Insurance</p>
	<p><b>Events Working Groups for individual events</b></p> <ul style="list-style-type: none"> <li>- <b>Remembrance Sunday 2025:</b> Cllrs Addis, Grant, Poskitt, and Williams. Other members: Revd Sarah Bourne, Rector of Woodstock and Bladon, St Mary Magdalene Church, Woodstock, and Rachel Peters, Administrative Assistant at WTC</li> <li>- <b>Christmas Lights:</b> Cllrs Spencer-Churchill, Cooper, Addis, Szabados, Wheatley</li> </ul>
	<b>New Drs Surgery Working Group</b> Cllrs Williams (Chair), Grant, Banbury, and Parnes
	<p><b>Emergency Action Group</b> Mayor and Deputy Mayor</p> <p>The Council decided to defer this for the WTC meeting on 27<sup>th</sup> May 2025 for further discussion. Cllr Poskitt as CMfF to bring a report on this matter with regard to finance.</p>
	<p><b>OALC - The Mayor &amp; Town Clerk</b></p> <p>The Mayor asked the Clerk whether Councillors are permitted to contact OALC directly with any questions they may have.</p>
	<b>International Connections</b> - Cllr Poskitt & Cllr Wheatley
b) To consider the list of appointed Council members to serve on Joint ventures and outside bodies	

25/05/17 WTC	<b>Appointment of Members to Serve on Joint Ventures and Outside Bodies</b>
	<b>Joint Venture</b>
	<b>Town and Palace Dialogue:</b> Cllrs Williams (Chair alternating with Blenheim), Parnes, Poskitt & Grant
	<b>Traffic Advisory:</b> Cllrs Parnes & James Spencer-Churchill.
	<b>WODC Parish/Town Liaison:</b> Cllr Wheatley, Cllr Grant and the Town Clerk
	<b>Stop Botley West Group:</b> Cllrs Banbury & Parnes
	<b>Outside Bodies</b>
	<b>Public Transport:</b> No longer required
	<b>Bloom</b> Cllrs Poskitt & Szabados
	<b>Relief in Need:</b> Cllr Cooper
	<b>Exhibition Foundation:</b> Cllrs Poskitt, Cllr Williams. The Council agreed for Mr. Frank Collinwood to continue with the Exhibition Foundation if he so wished.
	<b>Oxford Airport Consultant Committee</b> Cllr Spencer-Churchill with Cllr Parnes
	<b>Professional Bodies Used by Woodstock Town Council</b>
	<b>Solicitor:</b> Oxfordshire County Council (ongoing working is being completed by Freeth)
	<b>Property Agent:</b> Breckon & Breckon
	<b>Bank:</b> Unity Trust Bank
	<b>Investments:</b> The Public Sector Deposit Fund managed by CCLA
	<b>Internal Audit</b> – Mulberry and Co (to be changed after Audit of March 2025)
	<b>Payroll Services:</b> KBDR (to be reviewed)
	<b>Insurance</b> – Zurich
	<b>Employment &amp; HR Advisors:</b> Peninsula Ltd <i>now also involved with Health and Safety</i>
	<b>Fire Safety Equipment:</b> Chubb Fire (rolling contract)
	<b>Data Protection Officer Service:</b> Satswana Limited (annual contract renewal due 28 <sup>th</sup> May 2025)
	<b>IT Support/Provision:</b> Microshade (Citrix/Emails), NetWise (Website), BT (Broadband & Phones)
	<b>Photocopier:</b> Thames Valley Copiers (contract for 3 years expires Nov 25)
	<b>Tree Management:</b> Boward Trees Ltd, Dowdeswell Forestry Services and Colin Briggs Top Tree
	<b>Weed Control:</b> Complete Weed Control (Town Clerk is looking for an alternative)
	<b>Grass Cutting:</b> N Prickett (3-year contract agreed with annual price increases agreed. Renewal 2027)
	<b>Water Meadow Management Plan:</b> to be reviewed
	<b>7. Review of Professional Bodies engaged by Woodstock Town Council</b>

	<p>The professional bodies currently used by WTC are:</p> <ul style="list-style-type: none"> <li>a) Solicitor – Oxfordshire County Council (ongoing working is being completed by Freeth)</li> <li>b) Property Agent – Breckon &amp; Breckon</li> <li>c) Bank – Unity Trust Bank</li> <li>d) Investments – The Public Sector Deposit Fund managed by CCLA</li> <li>e) Internal Audit – Mulberry and Co</li> <li>f) Payroll Services - KBDR</li> <li>g) Employment &amp; HR Advisors – Peninsula Ltd</li> <li>h) Fire Safety Equipment – Chubb Fire</li> <li>i) Data Protection Officer Service - Satswana Ltd</li> <li>j) IT Support/Provision: <ul style="list-style-type: none"> <li>• Microshade (Citrix/Emails)</li> <li>• Netwise (Website)</li> <li>• BT (Broadband &amp; Phones)</li> </ul> </li> <li>k) Photocopier – Thames Valley Copiers (contract for 3 years expires Nov 25)</li> <li>l) Tree Management: <ul style="list-style-type: none"> <li>• Boward Trees Ltd</li> <li>• Top Leaf Tree Services</li> </ul> </li> <li>m) Weed Control – Complete Weed Control</li> <li>n) Grass Cutting – N Prickett (contract for 3 years expires April 27)</li> <li>o) Water Meadow Management Plan</li> <li>p) Insurance: Zurich Ltd</li> </ul> <p><b>There were no comments regarding the list of Professional Bodies engaged by Woodstock Town Council.</b></p> <p><b>The list was noted.</b></p>
25/05/18 WTC	<p><b>8. Standing Orders, Code of Conduct and Financial Regulations</b></p> <ul style="list-style-type: none"> <li>a) To adopt the Council's Standing Orders (reviewed in May 2023 – previously circulated)</li> </ul> <p><b>The Council agreed unanimously to adopt the Standing Orders (reviewed in May 2023)</b></p> <ul style="list-style-type: none"> <li>b) To adopt the WTC Code of Conduct (previously circulated)</li> </ul> <p><b>The Council agreed unanimously to adopt the WTC Code of Conduct (reviewed in 14<sup>th</sup> June 2022)</b></p> <ul style="list-style-type: none"> <li>c) To adopt the Financial Regulations (reviewed in November 2024 – previously circulated)</li> </ul> <p><b>The Council agreed unanimously to adopt the Financial Regulations (reviewed in November 2024)</b></p> <ul style="list-style-type: none"> <li>d) To approve the annual list of Direct Debits</li> </ul> <p><b>The Council approved unanimously the annual list of Direct Debits</b></p> <ul style="list-style-type: none"> <li>e) To approve the annual list of Regular Payments</li> </ul> <p><b>The Council approved unanimously the annual list of Regular Payments</b></p>
25/05/19 WTC	<p><b>9. Policies and procedures</b></p> <ul style="list-style-type: none"> <li>a) To consider and adopt council policies that have been updated.</li> </ul> <p>The Policies that the Clerk had sent to Satswana had yet to be returned so would be presented at the next appropriate meeting once received.</p> <ul style="list-style-type: none"> <li>b) To consider other policies that may need reviewing be presented at the next possible meeting</li> </ul> <p><b>Cllr Grant asked Councillors to contact the Clerk if they felt any other policies needed review.</b></p>
25/05/20 WTC	<p><b>23. Close Meeting at 7:37pm</b></p>

## Woodstock Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

<b>A</b>	<b>Bank Reconciliation at 30/04/2025</b>		
	Cash in Hand 01/04/2025		405,315.02
	<b>ADD</b> Receipts 01/04/2025 - 30/04/2025		138,592.90
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/04/2025		543,907.92
			95,980.45
	<b>Cash in Hand 30/04/2025</b> (per Cash Book)		<b>447,927.47</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 30/04/2025	0.00	
	Unity Trust 30/04/2025	188,994.04	
	Instant Access Account (WODC RE 30/04/2025	179,396.44	
	CCLA Public Sector Deposit Fund 30/04/2025	80,000.00	
	Lloyds Corporate Card 30/04/2025	-463.01	
			<b>447,927.47</b>
	Less unrepresented payments		
			<b>447,927.47</b>
	Plus unrepresented receipts		
			<b>447,927.47</b>
	<b>Adjusted Bank Balance</b>		<b>447,927.47</b>
	<b>A = B Checks out OK</b>		

# Woodstock Town Council

13 May 2025 (2025-2026)

## PAYMENTS LIST

Vouc	Cost Code	Code	Date	Bank	Description	Supplier		Net	VAT	Total
1	305 4221	CC Rates	01/04/202	Unity Trust	Rates 2025/26	WODC	E	205.80		205.80
2	101 4211	Rates	01/04/202	Unity Trust	Rates 2025/26	WODC	E	52.48		52.48
3	101 4211	Rates	01/04/202	Unity Trust	Rates 2025/26	WODC	E	57.38		57.38
4	101 4077	HR Consultants	07/04/202	Unity Trust	HR Support	Peninsula Busine	S	145.20	27.42	172.62
6	120 4500	Grants Issued	07/04/202	Unity Trust	Grant 2025/26 Mock Me	Mock Mayor	X	400.00		400.00
7	120 4500	Grants Issued	07/04/202	Unity Trust	Grant 2025/26	Woodstock Harri	X	300.00		300.00
8	120 4500	Grants Issued	07/04/202	Unity Trust	Grant 2025/26	Yellow Submarin	X	400.00		400.00
9	120 4500	Grants Issued	07/04/202	Unity Trust	Grant 2025/26	Woodstock Chap	X	200.00		200.00
10	120 4500	Grants Issued	07/04/202	Unity Trust	Grant 2025/26	Wake Up To Wor	X	400.00		400.00
11	120 4500	Grants Issued	07/04/202	Unity Trust	Grant 2025/26	Sustainable Woo	X	300.00		300.00
5	301 4220	TH Rates	07/04/202	Unity Trust	Rates 2025/26	WODC	X	1,016.50		1,016.50
13	101 1276	Election Expenses	14/04/202	Unity Trust	Election Charges	WODC	E	6,381.57		6,381.57
14	101 4022	Office Equipment & Sta	14/04/202	Unity Trust	Copier Paper	Thames Valley C	S	190.40	38.08	228.48
12	101 4022	Office Equipment & Sta	14/04/202	Unity Trust	Copier Paper	VL	X	9.00		9.00
23	101 4022	Office Equipment & Sta	14/04/202	Unity Trust	Copier Usage	Thames Valley C	S	115.84	23.16	139.00
17	101 4026	Memberships & Subscri	14/04/202	Unity Trust	Playing Field Assoc Men	Oxfordshire Playi	X	61.00		61.00
16	101 4999	Staff Other	14/04/202	Unity Trust	Payroll Services	KBDR Chartered	S	50.00	10.00	60.00
25	101 4022	Office Equipment & Sta	14/04/202	Unity Trust	Water Cooler Rental	Sun Water Coole	S	42.00	8.40	50.40
25	101 4022	Office Equipment & Sta	14/04/202	Unity Trust	Water Cooler Rental	Sun Water Coole	S	28.16	5.63	33.79
26	305 4208	CC Gas & Electricity	14/04/202	Unity Trust	Electricity	Kent County Cou	L	87.22	4.36	91.58
20	305 4208	CC Gas & Electricity	14/04/202	Unity Trust	Gas	Kent County Cou	S	428.00	85.60	513.60
24	201 4427	OWL Maintenance	14/04/202	Unity Trust	OWL Steps removal	C N Landscape &	X	1,600.00		1,600.00
19	201 4427	OWL Maintenance	14/04/202	Unity Trust	Fallen Tree On OWL	Topleaf Tree Ser	S	250.00	50.00	300.00
22	201 4455	Allotments	14/04/202	Unity Trust	Annual Allotment Rent	Blenheim Estate	X	400.00		400.00
18	201 4460	Waste Collection	14/04/202	Unity Trust	Waste Collection	WODC	E	104.00		104.00
15	201 4460	Waste Collection	14/04/202	Unity Trust	Waste Collection	WODC	E	120.00		120.00
21	201 4460	Waste Collection	14/04/202	Unity Trust	Waste Collection	WODC	E	132.00		132.00
46	310 4110	Fee Park Street	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	2,558.40	511.68	3,070.08
46	310 4110	Fee Park Street	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	390.00	78.00	468.00
46	310 4110	Fee Park Street	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	1,032.75	206.55	1,239.30
46	310 4110	Fee Park Street	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	1,056.25	211.25	1,267.50
46	310 4120	Fee Market Street	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	314.17	62.83	377.00
46	310 4120	Fee Market Street	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	314.17	62.83	377.00
46	310 4120	Fee Market Street	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	955.50	191.10	1,146.60
46	310 4140	Fees Community Centri	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	746.96	149.39	896.35
46	310 4140	Fees Community Centri	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	43.63	8.73	52.36
46	310 4215	Maintenance Park Stre	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	375.00	75.00	450.00
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	250.00	50.00	300.00
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	X	150.00		150.00
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	X	260.00		260.00
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	X	262.50		262.50
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	66.06	13.21	79.27
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	X	2,450.00		2,450.00
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	135.00	27.00	162.00
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	100.00	20.00	120.00
46	310 4225	Maintenance Market St	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	1,590.83	318.17	1,909.00
46	310 4235	Maintenance Town Hall	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	350.00	70.00	420.00
46	310 4235	Maintenance Town Hall	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	21,940.00	4,388.00	26,328.00
46	310 4235	Maintenance Town Hall	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	955.00	191.00	1,146.00
46	310 4245	Maintenance Communit	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	250.00	50.00	300.00
46	310 4245	Maintenance Communit	14/04/202	Unity Trust	Monthly Rent- B&B	Breckon & Breck	S	82.50	16.50	99.00
										43,329.96
27	101 4063	Public Works Loan Rep	15/04/202	Unity Trust	Public Works Loan repa	Public Works Loa	X	2,492.43		2,492.43
28	101 4077	HR Consultants	15/04/202	Unity Trust	HR Support	Peninsula Busine	S	129.74	24.51	154.25
33	101 4025	Insurance	16/04/202	Unity Trust	Insurance	Zurich	X	5.71		5.71
29	101 4070	Computer System & IT	16/04/202	Unity Trust	Email & Citrix Hosting	Microshade Busin	S	289.84	57.96	347.80
35	120 4500	Grants Issued	16/04/202	Unity Trust	Grant 2025/26	Woodstock Live	X	400.00		400.00
30	305 4201	CC Routine Maintenanc	16/04/202	Unity Trust	Asbestos Survey	Eagle Asbestos LI	S	380.00	76.00	456.00
32	201 4400	Cemeteries	16/04/202	Unity Trust	benches for GL Cemete	Marmax Product	S	2,020.00	404.00	2,424.00
34	201 4480	Christmas Lights	16/04/202	Unity Trust	christmas light removal	Topleaf Tree Ser	S	450.00	90.00	540.00
36	305 4213	CC Operating Cost (Cle	17/04/202	Unity Trust	CC Water	Castle Water	Z	60.40		60.40
37	301 4210	TH Operating Costs (Cl	17/04/202	Unity Trust	TH Water	Castle Water	Z	26.18		26.18

38	201 4400 Cemeteries	17/04/202	Unity Trust	GL Cemetery water	Castle Water	Z	41.63		<b>41.63</b>
44	101 4070 Computer System & IT	25/04/202	Unity Trust	Scribe Accounts	Scribe - Starboar	S	1,008.00	201.60	<b>1,209.60</b>
42	305 4208 CC Gas & Electricity	25/04/202	Unity Trust	Gas	Kent County Cou	S	414.01	82.80	<b>496.81</b>
41	301 4209 TH Gas & Electricity	25/04/202	Unity Trust	Gas	Kent County Cou	S	451.70	90.34	<b>542.04</b>
39	201 4400 Cemeteries	25/04/202	Unity Trust	Grass Cutting	N R Prickett	S	2,565.00	513.00	<b>3,078.00</b>
43	201 4400 Cemeteries	25/04/202	Unity Trust	Playground repairs	Wicksteed Leisur	S	847.59	169.52	<b>1,017.11</b>
39	201 4997 Grass Cutting	25/04/202	Unity Trust	Grass Cutting	N R Prickett	S	516.00	103.20	<b>619.20</b>
45	201 4400 Cemeteries	28/04/202	Unity Trust	Repairs to Wall HR Cem	P N Smith	X	1,350.00		<b>1,350.00</b>
48	401 4347 Staff Costs	30/04/202	Unity Trust	Staff Wages	Staff Salaries	Z	7,057.50		<b>7,057.50</b>
49	401 4347 Staff Costs	30/04/202	Unity Trust	Pensions	OCC Pension Fun	Z	1,548.46		<b>1,548.46</b>
50	401 4347 Staff Costs	30/04/202	Unity Trust	PAYE	HMRC	Z	1,576.96		<b>1,576.96</b>
51	101 4060 Civic	30/04/202	Unity Trust	Memorial Tea	Sarah Williams	X	29.95		<b>29.95</b>
53	101 4059 Bank Charges	30/04/202	Unity Trust	Bank Charges	Unity Trust	X	14.25		<b>14.25</b>
47	301 4200 TH Routine Maintenanc	30/04/202	Unity Trust	Cobbles Works	White Oak Lands	S	10,500.00	2,100.00	<b>12,600.00</b>
52	601 4990 VE & VJ Day Celebratio	30/04/202	Unity Trust	Photographer VE Day	Bokeh 8 Ltd	X	370.00		<b>370.00</b>
60	601 4990 VE & VJ Day Celebratio	01/04/202	Lloyds Cor	TENS	WODC	X	21.00		<b>21.00</b>
61	201 4460 Waste Collection	07/04/202	Lloyds Cor	Green Waste Bin Licenc	WODC	X	105.00		<b>105.00</b>
62	201 4460 Waste Collection	07/04/202	Lloyds Cor	Green Waste Bin Licenc	WODC	X	105.00		<b>105.00</b>
63	201 4460 Waste Collection	07/04/202	Lloyds Cor	Green Waste Bin Licenc	WODC	X	105.00		<b>105.00</b>
66	101 4275 Staff Phone	14/04/202	Lloyds Cor	Mobile Phone monthly c	Lebara Mobile	X	1.49		<b>1.49</b>
67	101 4275 Staff Phone	14/04/202	Lloyds Cor	Mobile Phone monthly c	Lebara Mobile	X	1.49		<b>1.49</b>
64	201 4460 Waste Collection	07/04/202	Lloyds Cor	Green Waste Bin Licenc	WODC	X	52.50		<b>52.50</b>
65	201 4400 Cemeteries	09/04/202	Lloyds Cor	Tung oil	Amazon	X	21.90		<b>21.90</b>
68	201 4400 Cemeteries	18/04/202	Lloyds Cor	Wooden Stakes	Amazon	X	28.99		<b>28.99</b>
71	101 4022 Office Equipment & Sta	19/04/202	Lloyds Cor	Microsoft Subscription	Microsoft	X	17.64		<b>17.64</b>
70	101 4059 Bank Charges	28/04/202	Lloyds Cor	Bank Charges	Lloyds Bank Corp	X	3.00		<b>3.00</b>

**Tota 85,113.63 10,866.82 95,980.45**

# Woodstock Town Council

13 May 2025 (2025-2026)

## RECEIPTS LIST

Vouc	Cost Code	Code	Date	Bank	Description	Supplier		Net	VAT	Total
1	305 1006	CC Daily/Commercial Lettir	01/04/2025	Unity Trust	Community Centre Bool	Lunch Club	X	180.00		180.00
2	301 1005	TH Daily/Commercial Lettir	02/04/2025	Unity Trust	Town Hall Booking	Woodstock Literary !	X	157.00		157.00
3	101 1200	Interest Received	02/04/2025	Unity Trust	Account Interest	Public Sector Deposi	X	305.74		305.74
4	301 1005	TH Daily/Commercial Lettir	03/04/2025	Unity Trust	Town Hall Booking	Pilates	X	112.00		112.00
14	201 509	Donation wildlife surveillan	03/04/2025	Unity Trust	Bird Boxes - Donation	Marlborough Charita	X	500.00		500.00
5	301 1005	TH Daily/Commercial Lettir	03/04/2025	Unity Trust	Town Hall Booking	Pilates	X	84.00		84.00
6	301 1005	TH Daily/Commercial Lettir	04/04/2025	Unity Trust	Town Hall Booking	Age UK Oxfordshire	X	84.00		84.00
7	301 1005	TH Daily/Commercial Lettir	04/04/2025	Unity Trust	Town Hall Booking	Age UK Oxfordshire	X	84.00		84.00
8	401 1100	Wedding Income	04/04/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		400.00
16	401 1100	Wedding Income	04/04/2025	Unity Trust	Wedding Payment	Private Hire	X	300.00		300.00
9	305 1006	CC Daily/Commercial Lettir	07/04/2025	Unity Trust	Community Centre Bool	Woodstock Solicitors	X	56.00		56.00
10	305 1006	CC Daily/Commercial Lettir	07/04/2025	Unity Trust	Community Centre Bool	Woodstock Solicitors	X	56.00		56.00
11	401 1100	Wedding Income	07/04/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		400.00
12	201 1151	Cemetery Income	07/04/2025	Unity Trust	Cemetery Interment	Jerrams Ltd	X	268.00		268.00
15	201 1151	Cemetery Income	09/04/2025	Unity Trust	Cemetery Memorial	Banbury Memorials	X	154.00		154.00
13	101 4994	VAT Repayment	09/04/2025	Unity Trust	VAT	HMRC	R		6,411.71	6,411.71
29	310 1110	Rent Park Street	14/04/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	6,233.00	1,246.60	7,479.60
29	310 1110	Rent Park Street	14/04/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	24,572.00		24,572.00
29	310 1120	Rent Market Street	14/04/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	6,900.00		6,900.00
29	310 1120	Rent Market Street	14/04/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	S	5,291.44	1,058.29	6,349.73
29	310 1140	Rent Community Centre	14/04/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	6,144.24		6,144.24
29	310 5001	Deposit	14/04/2025	Unity Trust	Monthly Rent- B&B	Breckon & Breckon	X	1,615.38		1,615.38
										53,060.95
18	401 1100	Wedding Income	15/04/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		400.00
19	305 1006	CC Daily/Commercial Lettir	16/04/2025	Unity Trust	Community Centre Bool	OSTMA Karate	X	70.00		70.00
20	305 1006	CC Daily/Commercial Lettir	16/04/2025	Unity Trust	Community Centre Bool	OSTMA Karate	X	92.50		92.50
17	401 1100	Wedding Income	16/04/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		400.00
30	503 4996	Damaged Deposit	16/04/2025	Unity Trust	Damage Deposit Refunc	Private Hire	X	-150.00		-150.00
24	101 1275	Precept Received	17/04/2025	Unity Trust	Precept	WODC	X	74,500.00		74,500.00
23	301 1005	TH Daily/Commercial Lettir	22/04/2025	Unity Trust	Town Hall Booking	Family Group Confer	X	32.00		32.00
21	305 1006	CC Daily/Commercial Lettir	22/04/2025	Unity Trust	Community Centre Bool	Zumba	X	63.00		63.00
22	305 1006	CC Daily/Commercial Lettir	22/04/2025	Unity Trust	Community Centre Bool	Zumba	X	84.00		84.00
26	401 1100	Wedding Income	22/04/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00		400.00
25	201 1151	Cemetery Income	22/04/2025	Unity Trust	Cemetery Memorial	Banbury Memorials	E	154.00		154.00
27	305 1006	CC Daily/Commercial Lettir	24/04/2025	Unity Trust	Community Centre Bool	Yoga	X	42.00		42.00
28	305 1006	CC Daily/Commercial Lettir	24/04/2025	Unity Trust	Community Centre Bool	Yoga	X	42.00		42.00
31	503 4996	Damaged Deposit	25/04/2025	Unity Trust	Damage Deposit Refunc	Private Hire	X	-150.00		-150.00
					<b>Total</b>			<b>129,876.30</b>	<b>8,716.60</b>	<b>138,592.90</b>

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

## 101 General &amp; Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
325	Civic Chain							(N/A)
1200	Interest Received		305.74	305.74				305.74 (N/A)
1275	Precept Received	149,000.00	74,500.00	-74,500.00				-74,500.00 (-50%)
1276	Election Expenses					6,381.57	-6,381.57	-6,381.57 (N/A)
4000	Staff Costs				112,000.00	10,182.92	101,817.08	101,817.08 (90%)
4007	Travel (clerk & Councillors)				100.00		100.00	100.00 (100%)
4008	Training				1,000.00		1,000.00	1,000.00 (100%)
4020	Telephone				3,600.00		3,600.00	3,600.00 (100%)
4021	Postage							(N/A)
4022	Office Equipment & Stationery				2,400.00	403.04	1,996.96	1,996.96 (83%)
4023	Archiving							(N/A)
4025	Insurance				1,500.00	5.71	1,494.29	1,494.29 (99%)
4026	Memberships & Subscriptions				1,300.00	61.00	1,239.00	1,239.00 (95%)
4027	Misc Expenditure							(N/A)
4030	Staff Recruitment				500.00		500.00	500.00 (100%)
4031	Staff Advertising				500.00		500.00	500.00 (100%)
4056	Legal Fees							(N/A)
4057	Audit				2,000.00		2,000.00	2,000.00 (100%)
4058	Professional Fees				630.00		630.00	630.00 (100%)
4059	Bank Charges				250.00	17.25	232.75	232.75 (93%)
4060	Civic				1,000.00	29.95	970.05	970.05 (97%)
4061	Elections							(N/A)
4062	PWLB Loan Interest							(N/A)
4063	Public Works Loan Repayment				5,000.00	2,492.43	2,507.57	2,507.57 (50%)
4070	Computer System & IT Support				6,000.00	1,297.84	4,702.16	4,702.16 (78%)
4077	HR Consultants				3,465.00	274.94	3,190.06	3,190.06 (92%)
4079	Neighbourhood Planning							(N/A)
4096	Public Engagement				1,000.00		1,000.00	1,000.00 (100%)
4275	Staff Phone				150.00	2.98	147.02	147.02 (98%)
4991	Damage Deposit							(N/A)
4993	Public Sector Deposit							(N/A)
4994	VAT Repayment							(N/A)
4995	Misc Income							(N/A)
4998	Loan to 3rd Party							(N/A)
4999	Staff Other					50.00	-50.00	-50.00 (N/A)
SUB TOTAL		149,000.00	74,805.74	-74,194.26	142,395.00	21,199.63	121,195.37	47,001.11 (16%)

## 120 S137

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4402	Churchyard							(N/A)
4485	Town in Bloom				1,500.00		1,500.00	1,500.00 (100%)
4500	Grants Issued				4,000.00	2,400.00	1,600.00	1,600.00 (40%)
SUB TOTAL					5,500.00	2,400.00	3,100.00	3,100.00 (56%)



**Woodstock Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

13 May 2025 (2025-2026)

**201 Environment**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
509	Donation wildlife surveillance		500.00	500.00				500.00 (N/A)
1151	Cemetery Income		576.00	576.00				576.00 (N/A)
4400	Cemeteries				4,000.00	6,875.11	-2,875.11	-2,875.11 (-71%)
4401	Lawn Cemetery							(N/A)
4410	Play areas				9,000.00		9,000.00	9,000.00 (100%)
4411	Play Area - Old Woodstock							(N/A)
4412	Play Area - Budds Close							(N/A)
4415	Playground Inspections (WODC)				5,000.00		5,000.00	5,000.00 (100%)
4420	Watermeadows Maintenance				4,000.00		4,000.00	4,000.00 (100%)
4421	Legal Fees							(N/A)
4427	OWL Maintenance				1,000.00	1,850.00	-850.00	-850.00 (-85%)
4442	Bus Shelters				250.00		250.00	250.00 (100%)
4445	War Memorial				1,000.00		1,000.00	1,000.00 (100%)
4455	Allotments					400.00	-400.00	-400.00 (N/A)
4480	Waste Collection				3,000.00	723.50	2,276.50	2,276.50 (75%)
4470	ROSPA Report				2,200.00		2,200.00	2,200.00 (100%)
4471	Weed Clearance				2,300.00		2,300.00	2,300.00 (100%)
4472	Winter Maintenance				200.00		200.00	200.00 (100%)
4475	Tree Works				6,000.00		6,000.00	6,000.00 (100%)
4480	Christmas Lights				10,000.00	450.00	9,550.00	9,550.00 (95%)
4487	Church Clock							(N/A)
4992	Rates				1,500.00	109.86	1,390.14	1,390.14 (92%)
4997	Grass Cutting				10,000.00	516.00	9,484.00	9,484.00 (94%)
SUB TOTAL			1,076.00	1,076.00	59,450.00	10,924.47	48,525.53	49,601.53 (83%)

**301 Town Hall**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005	TH Daily/Commercial Lettings	3,075.00	553.00	-2,522.00				-2,522.00 (-82%)
4001	Staff Wages							(N/A)
4200	TH Routine Maintenance				5,000.00	10,500.00	-5,500.00	-5,500.00 (-110%)
4202	Gutter Maintenance							(N/A)
4203	TH Alarm ( Fire, Security)				1,000.00		1,000.00	1,000.00 (100%)
4209	TH Gas & Electricity				10,000.00	451.70	9,548.30	9,548.30 (95%)
4210	TH Operating Costs (Cleaning S					26.18	-26.18	-26.18 (N/A)
4212	TH Insurance				11,000.00		11,000.00	11,000.00 (100%)
4220	TH Rates				11,000.00	1,016.50	9,983.50	9,983.50 (90%)
SUB TOTAL		3,075.00	553.00	-2,522.00	38,000.00	11,994.38	26,005.62	23,483.62 (57%)

**305 Community Centre**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1006	CC Daily/Commercial Lettings	3,300.00	685.50	-2,614.50				-2,614.50 (-79%)
1051	CC Service Charges							(N/A)
1052	CC Office Insurance							(N/A)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

4002 Staff Wages							(N/A)
4201 CC Routine Maintenance	4,000.00	380.00	3,620.00	3,620.00	(90%)		
4204 CC Alarm (Fire, Security)	1,500.00		1,500.00	1,500.00	(100%)		
4208 CC Gas & Electricity	9,000.00	929.23	8,070.77	8,070.77	(89%)		
4213 CC Operating Cost (Cleaning Su		60.40	-60.40	-60.40	(N/A)		
4214 CC Insurance	1,300.00		1,300.00	1,300.00	(100%)		
4221 CC Rates	900.00	205.80	694.20	694.20	(77%)		
<b>SUB TOTAL</b>	<b>3,300.00</b>	<b>685.50</b>	<b>-2,614.50</b>	<b>16,700.00</b>	<b>1,575.43</b>	<b>15,124.57</b>	<b>12,510.07 (62%)</b>

## 310 Corporate Property

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1110 Rent Park Street	72,400.00	30,805.00	-41,595.00				-41,595.00 (-57%)
1120 Rent Market Street	50,840.00	12,191.44	-38,648.56				-38,648.56 (-76%)
1130 Rent Town Hall	11,100.00		-11,100.00				-11,100.00 (-100%)
1140 Rent Community Centre	22,400.00	6,144.24	-16,255.76				-16,255.76 (-72%)
1150 Rent Bowls & Tennis Club	2,100.00		-2,100.00				-2,100.00 (-100%)
4110 Fee Park Street				10,500.00	5,037.40	5,462.60	5,462.60 (52%)
4120 Fee Market Street				7,500.00	1,583.84	5,916.16	5,916.16 (78%)
4130 Fees Town Hall				2,000.00		2,000.00	2,000.00 (100%)
4140 Fees Community Centre				3,500.00	790.59	2,709.41	2,709.41 (77%)
4150 Fees Bowls & Tennis Club				300.00		300.00	300.00 (100%)
4215 Maintenance Park Street					375.00	-375.00	-375.00 (N/A)
4225 Maintenance Market Street					5,264.39	-5,264.39	-5,264.39 (N/A)
4235 Maintenance Town Hall					23,245.00	-23,245.00	-23,245.00 (N/A)
4245 Maintenance Community Centre					332.50	-332.50	-332.50 (N/A)
4255 Maintenance Bowls & Tennis Cl							(N/A)
4310 Insurance Park Street				1,260.00		1,260.00	1,260.00 (100%)
4320 Insurance Market Street				420.00		420.00	420.00 (100%)
4325 Insurance 8 Park Street							(N/A)
4330 Insurance Town Hall							(N/A)
4334 Provision for Zero Tenancy							(N/A)
4340 Insurance Community Centre				315.00		315.00	315.00 (100%)
4342 Unspecified Property Repairs				6,300.00		6,300.00	6,300.00 (100%)
4343 Unspecified Lease Fees				8,000.00		8,000.00	8,000.00 (100%)
4345 Breckon & Breckon Corporate M							(N/A)
4346 CP Fixed Wiring Checks				945.00		945.00	945.00 (100%)
4350 Insurance Bowls & Tennis Club							(N/A)
5001 Deposit		1,615.38	1,615.38				1,615.38 (N/A)
<b>SUB TOTAL</b>	<b>158,840.00</b>	<b>50,756.06</b>	<b>-108,083.94</b>	<b>41,040.00</b>	<b>36,628.72</b>	<b>4,411.28</b>	<b>-103,672.66 (-51%)</b>

## 401 Weddings

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1100 Wedding Income		2,300.00	2,300.00				2,300.00 (N/A)
4347 Staff Costs							(N/A)
4348 Licence For Marriage							(N/A)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/04/2025)

<b>SUB TOTAL</b>		<b>2,300.00</b>	<b>2,300.00</b>				<b>2,300.00 (N/A)</b>
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<b>503 Damage Deposit</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
4996	Damaged Deposit		-300.00	-300.00				-300.00 (N/A)
<b>SUB TOTAL</b>			<b>-300.00</b>	<b>-300.00</b>				<b>-300.00 (N/A)</b>

  

<b>601 Capital Projects</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
4900	Town Hall							(N/A)
4925	Community Centre Painting							(N/A)
4931	Car Park CC							(N/A)
4942	2 Park Street - Exterior Paint							(N/A)
4973	Town Hall - External Decoration							(N/A)
4974	Town Hall - Internal Decoration							(N/A)
4990	VE & VJ Day Celebrations				4,000.00	391.00	3,609.00	3,609.00 (90%)
5000	Future Projects				7,130.00		7,130.00	7,130.00 (100%)
<b>SUB TOTAL</b>					<b>11,130.00</b>	<b>391.00</b>	<b>10,739.00</b>	<b>10,739.00 (96%)</b>

  

<b>Summary</b>								
<b>NET TOTAL</b>		<b>314,215.00</b>	<b>129,876.30</b>	<b>-184,338.70</b>	<b>314,215.00</b>	<b>85,113.63</b>	<b>229,101.37</b>	<b>44,762.67 (7%)</b>
<b>V.A.T.</b>			<b>8,716.60</b>			<b>10,866.82</b>		
<b>GROSS TOTAL</b>			<b>138,592.90</b>			<b>95,980.45</b>		

# **Woodstock Town Council**

## **Property Report May 2025**

### **Park Street – External Redecorations Rear & Side Elevation**

This work is commencing on Tuesday 6<sup>th</sup> May 2025

### **Market Street – External Redecorations to flats Front and Rear**

This work is likely to commence on Tuesday 27<sup>th</sup> May 2025

### **6 Park Street**

This lease expires on 7<sup>th</sup> July 2025. Having agreed terms for a new lease with the existing tenant, she has now decided not to renew. The unit will now be marketed for re-letting. There are several parties who have already expressed an interest.

### **Woodstock Town Hall**

Breckon & Breckon are awaiting a quote for specialist blinds for the office and a date to carry out the glazing work.

**Nothing further to report on all other properties.**

### **Lawn Cemetery Benches and Brass Plaques**

The 5 new benches agreed by Council are now in place in the Lawn Cemetery.

**Several residents have approached the Office wishing to purchase a Brass Plaque to be placed on one of the benches in memory of a loved one**

The plaques would be made available through the Office to enable control of them being all uniform size and suitable wording.

#### **Motion:**

Proposed by Cllr Grant

Seconded by Cllr

WTC agrees for:

- a) Small brass memorial plaques to be available for purchase in memory of a loved one to be placed/screwed on the top back of new benches in the Lawn Cemetery.*
- b) Any profit made will be set against the cost of the benches.*
- c) The size of the plaques will be all the same and the number of letters available determined by the agreement with the supplier.*

#### **If the motion agreed**

The Clerk will produce a Policy and costing will be sought by the Councils administration assistant

Both the Policy and costings will be submitted at the June Council meeting for agreement with suggested charge for the purchase of plaque and fitting.

AG 15.05.25

Report to Woodstock Town Council

WTC Meeting of 27<sup>th</sup> May 2025

Cllr Sharone Parnes

The Town Council meeting of 14<sup>th</sup> March 2023 contained a report and motion requesting position of (restoration of the missing) dog waste bin at Sansoms Lane.

12.	<p><b>Dog Waste Bin</b></p> <p>To consider a report from Cllr S Parnes, on the replacement or new installation of missing bin at Sansoms Lane.</p> <p><u>Background</u></p> <p>Report from Cllr Parnes previously circulated</p> <p><u>Motion to be Considered</u></p> <p>Sansoms Lane is a very well-used and important space for the Town, and for hygiene, public health and reasonable convenience of residents and visitors it is proposed that the Town Council arrange for a dog waste bin to be re-situated in the vicinity of the water treatment substation a short distance into Sansom's Lane from the Shipton Road entry point.</p>
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The Minutes ( <https://woodstock-tc.gov.uk/wp-content/uploads/2023/05/2023-03-14-Approved-Minutes-14th-March-2023.pdf> ) records it will be processed in line with other work on bins

WTC 11/03/23	<p><b>11 - Dog Waste Bin</b></p> <p>A report on the replacement or new installation of missing bin at Sansoms Lane with the following motion by Cllr S Parnes was circulated prior to the meeting.</p> <p><u>Motion to be Considered</u></p> <p><i>Sansoms Lane is a very well-used and important space for the Town, and for hygiene, public health and reasonable convenience of residents and visitors it is proposed that the Town Council arrange for a dog waste bin to be re-situated in the vicinity of the water treatment substation a short distance into Sansom's Lane from the Shipton Road entry point.</i></p> <p>The motion was proposed by Cllr Parnes and Seconded by Cllr Grant</p> <p>Cllr Parnes spoke on the item and explained the importance of the item to residents.</p> <p>The main points of the discussion were: -</p> <ul style="list-style-type: none"><li>• WTC had recently been in contact with WODC officers about bin locations, missing bins and new bins.</li><li>• Request for the item to be postponed until April.</li><li>• Would like the deal with issue separately</li><li>• Would like to see town treated as a whole</li><li>• It was pointed out that due to the lack of Clerk the original consultation was missed.</li><li>• It is WODC policy no to put bins near residential estates. Maybe the bin should be located at the OWL reserve.</li><li>• Request for clarification of the location.</li><li>• The location was explained and it was commented that this bin was not at the expense of another bin and additional standalone bin.</li><li>• Request that the bin be added to the list for consideration.</li></ul> <p>It was <b>Agreed</b> to defer the item to the April meeting and to include the bin in the list</p>
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Nothing has been progressed in relation to the siting of a new/replacement bin at this location since that time, meanwhile it is summer is approaching and the location is a popular place for people walking to the adjacent farm walks, Sansom's lane, en-route to OWL linear park, and walks via Marlborough School to or from the Town. The lack of a bin there is causing dog walkers inconvenience and does not encourage preventative measures to fouling.

As such the original motion is brought back to this meeting by the Original proposer as a stand-alone motion for a stand-alone acquisition of the bin in question as a matter of urgency in light of the time that has passed with no material progress to date, the ongoing frustration to dog walkers and others in the specific area, and the seasonality.

**Motion:**

**Proposed by Cllr Sharone Parnes**

**Seconded by**

*Woodstock Town Council recognises that: Sansoms Lane is a very well-used and important space for the Town, and for hygiene, public health and reasonable convenience of residents and visitors it is proposed that the Town Council arrange for a dog waste bin to be re-situated in the vicinity of the water treatment substation a short distance into Sansom's Lane from the Shipton Road entry point.*

# # #

## Report to Woodstock Town Council

WTC Meeting of 27<sup>th</sup> May 2025

Cllr Sharone Parnes

The May edition of Woodstock and Bladon News contains on p12 a report by Ms Cripps covering the 8<sup>th</sup> April meeting (which the author of this report didn't attend) stating: "The GDPR Audit of WTC, carried out at the request of Cllr Parnes, concluded that the Council was meeting all their compliance requirements. Cllr's were nonetheless urged to take personal responsibility regarding the distribution of personal contact information for themselves and others."

This is in numerous respects wrong and misleading, not least because any audit work that has commenced would have been only on limited aspects of compliance it cannot reasonably be said in any way, shape or form that "all" compliance requirements are being met by the Council Nor could the work done to date as yet serve to satisfy full implementation of the Resolution for the audit to be conducted.

In addition, the recommendations including 'priority' items in the ICO Appraisal Document issued long before the current Clerk's deployment at Woodstock Town Council, have largely not been implemented or satisfied.

### **Motion:**

**Proposed by Cllr Sharone Parnes**

**Seconded by**

*Woodstock Town Council instructs the Clerk to clarify the correct status of the GDPR audit work and correct status and compliance to the Woodstock and Bladon News in relation to what was published in the May 2025 edition about the GDPR Audit.*



### **Removal of barbed wire at edge of footpath between Hedge End and Park View.**

Councillors will recall there was a grant application to WTC for funds to remove barbed wire in vegetation at edge of path between Hedge End and Park View. Council felt the application, whilst very worthwhile in what it intended to achieve, was not appropriate for funding for a resident to do the work.

There is extensive barbed wire mixed up with vegetation at the edge of the Park View site. Most of it is heavily buried in thick vegetation and probably poses little risk. However, where the footpath between the A44 and the Hensington Estate leaves the Park View site, the vegetation is less and the barbed wire certainly poses a risk to those who might verge off the path (perhaps to avoid a passing cyclist). It does need removing but requires quite a bit of clearing from the associated vegetation debris.

Councillors will probably recall that this bit of the footpath is probably still owned by the developers of the Hensington Estate and attempts to get permission to surface the path here failed totally. Eventually Pye/Blenheim put down some gravel thus improving the surface of this bit of the path. It seems unlikely that they would feel responsible for removing the barbed wire.

#### **Motion:**

**Proposed by Cllr Poskitt**

**Seconded by**

*WTC seeks estimates to deal with the most intrusive area of wire in the 'no-man's land' part of the path in order to remove a potential risk for health and safety of residents.*

19<sup>th</sup> May 2025

EMEP

## **Report: Meeting between Woodstock Town Council Environment Working Group and Blenheim Estate 9<sup>th</sup> May 2025**

### **Present:**

For WTC Environment Working Group: Cllrs. Wheatley (Chair), Grant (Deputy Chair), Connolly, Szabodos, Water Meadows Warden, Maurice Parkinson, and the Town Clerk Valentin Lavdakov

For Blenheim Estate : Roy Cox – Managing Director – Estates , David Gasca - Estate Hydrologist.

**NB These notes summarise the discussions held between WTC and Blenheim Estate on the 9<sup>th</sup> May and include subsequent actions and responses received by the Tuesday 13<sup>th</sup> May.**

**Purpose of Meeting.** The meeting was convened to discuss riverbank repairs, culvert management, water flow issues, and wider environmental and flood management concerns around the Seven Arches, Queen Pool, and the Water Meadows.

The Chair welcomed the representatives of Blenheim Estate and for their contribution to these discussions. The Chair highlighted that the Town Council has recently submitted a formal proposal for the designation of the Water Meadows as a Local Nature Reserve. If successful, this status would hopefully enable a greater allocation of resources and more focused management, ensuring the long-term preservation and enhancement of this valuable natural asset.

The following points summarize the discussions and outcomes.

### **1. Repair of Riverbank at Bridge/Syphon near Glyme Close**

The Town Council raised concerns about erosion and possible damage to the riverbank near the bridge and syphon by Glyme Close, and asked if Blenheim Estate could inspect and address the situation.

Blenheim Estate agreed to arrange a site visit with colleagues as soon as possible to assess the area and determine the necessary repairs.

### **2. Grills Leading to Seven Arches**

The Town Council inquired whether Blenheim Estate would object to the removal of the grills leading to the Seven Arches.

Blenheim Estate confirmed that they had no objection to their removal, as the grills were not in place for the benefit of Queen Pool. However, Blenheim Estate noted that, as Cllr Grant had pointed out, they were not the decision makers on this matter.

After research by Cllr Grant it appears that Oxfordshire County Council, Highways installed the grill to protect the Bridge and they used to have a contract with local company to maintained it, but has ceased in recent years. WTC will contact the Bridge Officer, Highways & Transport-Communities, at Oxfordshire County Council to request that the grill is properly and regularly maintained.

### **3. Responsibility for the Culverts**

The Town Council sought clarification on who was responsible for the maintenance and inspection of the culverts in the area.

Blenheim Estate explained that responsibility for the bridge and associated culverts lay with Oxfordshire County Council Highways. They provided the contact details for James Freeman, the Bridge Officer, for any direct queries.

#### **3.1. Inspection History of the Culverts**

The Town Council asked when the culverts were last inspected and whether any recent reports were available.

Blenheim Estate responded that they did not have copies of the County Council's inspection reports, but correspondence indicated that questions had been raised about the Seven Arches bridge in April 2020, with further comments in January 2022. The Highways surveyor had accessed the bridge from the Blenheim side, so Blenheim Estate was aware of these visits.

### **4. Condition of the Culverts**

The Town Council asked whether both culverts were currently in good condition.

Blenheim Estate confirmed that, on their side of the wall, all items flagged by the Highways surveyor had been independently inspected by their reservoir engineers, Stantec, and fully repaired during the 2023 lake dredge. They reported that all culverts were now in good order.

### **5. Blocked Arches at Seven Arches Bridge**

The Town Council queried why some of the arches at the Seven Arches bridge were blocked up.

Blenheim Estate explained that, according to the bridge plan, these arches were never intended to function as flowing culverts, and their current state reflected the original design.

### **6. Water Flow from the Meadows and Queen Pool Levels**

The Town Council asked whether the flow from the Meadows was slowed when the Queen Pool water level was high.

Blenheim Estate confirmed that this does not happen, due to the significant fall between the river and the lake, which prevents any slowing of the flow.

### **7. Work Being Conducted Upstream to Reduce Rate of Flow in Extreme Weather**

The Town Council asked what work was being conducted upstream to reduce the rate of flow.

David Gasca explained that large-scale work was being undertaken in collaboration with other landowners in the catchment area upstream of the Water Meadows, including extensive tree planting and measures to slow down the flow of water during exceptional conditions. David Gasca offered to organise a walk around to see first-hand what was being done.

The Environment Working Group welcomed the offer and looked forward to learning more about the work to reduce floodwater flows.

MP asked about run-off from the new housing that would be built around the Glyme.

David Gasca assured the meeting that the planning process ensured all such developments would have solutions in place to slow down run-off and avoid exacerbating future flooding incidents.

#### **8. Unusual Surge of Water Down the Glyme in September 2024**

The Town Council asked Blenheim to explain what happened in September 2024, when there was a very unusual surge of water down the Glyme, with second-hand reports suggesting an upstream lake breach.

David Gasca stated that he was not aware of any lake breaches that caused the incident. The surge was a result of unprecedented rainfall, but he noted that with climate change, such events may become more frequent.

#### **9. Ongoing Advice about Water Meadows Management**

The Town Council asked if Blenheim could provide ongoing advice about Water Meadows management, such as six-monthly work lists.

Blenheim Estate stated that they did not feel this was their responsibility to develop a work plan, but they would always be open to communication on matters that impact the Water Meadows.

#### **10. Ongoing Personnel for Work Plan Activities**

The Town Council asked if Blenheim could provide ongoing personnel to carry out work list activities.

Roy Cox explained that Blenheim Estate had no spare capacity for this.

#### **11. Hydrology Report for the Water Meadows**

The Town Council asked if Blenheim could produce a hydrology report for the Water Meadows, particularly focusing on flood risk.

Roy Cox confirmed that this was not Blenheim's responsibility and that they could not take on that responsibility.

The meeting concluded with the Chair expressing gratitude to Roy Cox and David Gasca for their valuable insights and clarifications. Both parties reaffirmed their commitment to maintaining open and constructive dialogue on these critical matters, with a shared focus on ensuring the ongoing preservation and responsible management of local watercourses and historic structures.

## **Environment Working Group Report 12/5/2025**

**The EWG met at 7.00pm on Friday 9th May 2025**

**Present: Cllrs Wheatley (Chair), Grant (Deputy Chair), Connolly and Water Meadows Warden, M. Parkinson.**

**Apologies: Cllr Szabados**

### **Cemeteries**

Cllrs. Grant reported that the new benches had been delivered to the Lawn Cemetery and that a format for the memorial plaques was being developed along with proposed costs of plaques to cover their costs.

The benches are not in their final position and help will be need from Volunteers to move them to their final positions.

The Lych gate roof is due to have its roof repaired the week of the 12<sup>th</sup> May and we are expecting the scaffolding to go up in the coming days.

### **Playgrounds**

There is some maintenance work that needs to be undertaken and has been reported to the Town Clerk for action.

There was discussion about the relocation of the playground in Old Woodstock and who would be responsible for the maintenance of the relocated playground with Comparisons to the playground in Park View.

There was also a discussion about S106 funding for playgrounds maintenance, leisure and other matters. The Group felt that it was important to clarify where we were with S106 funds by meeting with the person responsible in WODC. A meeting has been requested but WTC has, so far, not received a reply.

### **Old Woodstock Line (OWL)**

No report was submitted but it was recognised that a debt of gratitude was due to Bob Pomfret for his role as Volunteer Warden of the Old Woodstock Line Nature Reserve.

### **Trees**

No report was submitted, but discussion of a dead ash in the water meadows highlighted that if it no longer represented a risk of spreading the disease that it should be left in place as it was frequented by the egrets and other birds.

There is also a large tree that has been down across a path for some time. It was recognized that it ws a problem shifting such a large tree from wetlands. WTC will need to get quotes for specifically removing this tree.

## **Water Meadows**

The EWG had held a meeting with Blenheim Estate on the 9<sup>th</sup> May to discuss the state of the Water Meadow with a particular focus on flood Alleviation. The notes from the meeting are attached as a separate paper.

### **Proposed Revised Management Plan for Woodstock Water Meadows**

Following on from the Environment Working Group (EWG) meeting on Friday, 9<sup>th</sup> May 2025 with Blenheim Estate, it was recognised that the Management Plan for Woodstock Water Meadows needs to be updated to reflect current best practices, clarify roles, and ensure effective stewardship. Below are our suggestions, incorporating expert guidance and recommendations from recent sources and specific recommendations for Woodstock Town Council.

### **Background**

Woodstock Town Council has commissioned two expert management plans in the last decade:

- **Wychwood Project Management Plan 2014**
- **BBOWT Management Plan September 2022**

Both are comprehensive, with detailed action plans for maintaining the ecological health of the Water Meadows. The Wychwood Project provided active support until 2021. BBOWT's plan is also robust, but there has been a lack of hands-on support in recent years. Ongoing expert advice and practical help on top of the sterling work of the Volunteer Water Meadows Warden are essential for their successful management.

## **Recommendations and Proposed Actions**

### **Management Framework**

1. **It is recommended that the BBOWT Management Plan of 2022 is used as the broad framework/guiding document for Water Meadows management.**

It is further recommended that:

2. **an annual inspection of the water meadows is undertaken along with an update of the management plan.**
3. **The Water Meadows sub-group of the EWG take responsibility to produce a detailed workplan every six months.**

### **Work Plan to Include:**

- **Grazing/Grass Cutting:**
  - **Grazing:** Investigate the feasibility of livestock grazing on Meadows 3-6. If impracticable this year, plan for future seasons.
  - **Grass Cutting:** Obtain quotes for grass cutting on Meadows 3-6, with the main cut scheduled for July or August, in line with best practice for wildflower

meadows. After cutting, leave the hay for a few days to allow seed dispersal, then remove to reduce soil fertility and promote biodiversity.

- **Aftermath Grazing:** If sufficient regrowth occurs by September, consider a second cut or aftermath grazing, preferably by cattle.

- **Invasive Species Control**

- **Himalayan Balsam and Nettles:** Aim to reduce the cover dramatically within five years – subject to expert advice on their impact on biodiversity. Using hand-pulling and early cutting, focusing on removal before flowering to prevent seed spread. Dispose of flowering heads appropriately.
- **Other Invasives:** Prevent establishment of other invasive species, such as Pigmyweed. Use mechanical or manual control methods, avoiding herbicides unless absolutely necessary and with appropriate permissions.
- **Ongoing Monitoring:** Regularly monitor and adapt the approach as needed, as invasive control often requires repeated annual effort.

- **Site Maintenance**

- **Paths:** Strim path edges regularly to maintain access.
- **Grate/Grill:** Contact OCC to request action to improve the grate/grill near the culvert leading to Seven Arches.
- **Water Flow:** Regularly check and clear channels and culverts to maintain water flow and enhance river channel habitat.
- **Boardwalks:** Maintain existing and install new boardwalks where necessary for safe access and habitat protection.

- **Biodiversity Enhancement**

- **Crayfish Control:** Capture and remove signal crayfish from main streams to reduce bank damage and enhance biodiversity.
- **Protection of the dead Black Ash tree in the water meadows** which is due to be felled. Subject to expert advice that it is no longer a disease threat.

- **Community Engagement**

- **Volunteers:** Establish a volunteer group to support the Warden with management tasks, following the model of other successful meadow management groups.

This revised plan aligns with current best practice for floodplain and wildflower meadow management, ensuring the long-term health and biodiversity of Woodstock Water Meadows

## **Flood Protection:**

The EWG recommends that:

- 1. Riverbank Stabilization**

WTC Urgently presses ahead to obtain further quotes to stabilize and repair the banks of the River Glyme to prevent further erosion and protect meadow habitats.

- 2. Bunding:**



WTC obtains quotes for bunding on the south side of the site to protect Brook Hill properties from flooding.

### **Summary of Recommendations**

1. Arrange remedial action for playgrounds.
2. The invitation to the WODC S106 Officer to be followed up by the Clerk.
3. Liaise with Dowdeswell Forestry Services about the dead ash tree in the water meadows to see if it can be left to support biodiversity.
4. Obtain quotations for the removal of the large tree that has fallen in the water meadows.
5. Arrange for an annual inspection of the water meadows to undertaken along with an update of the management plan.
6. Obtain quotes for work to be undertaken by contractors needed from time to time in the Water meadows as part of the Work Plan – e.g. grass-cutting.
7. Riverbank Stabilization - Urgently presses ahead to obtain further quotes to stabilize and repair the banks of the River Glyme to prevent further erosion and protect meadow habitats.
8. Seek expert advice on Bunding required to protect Brook Hill properties from flooding then obtain quotes for building the bunding.
9. EWG to work to establish a Water Meadows Team of Volunteers to assist Warden in their duties.
10. Contact the Bridges Officer, Highways & Transport- Communities, at Oxfordshire County Council to request that the grill on the river is properly and regularly maintained.