



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 8th 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

25/04/01 WTC	1. Apologies for Absence Apologies were received from Cllrs: Addis, Parnes, and Spencer – Churchill. The Clerk informed the meeting that Cllr Poskitt would be joining the meeting later.
25/04/02 WTC	2. Declarations of interest 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 and interest as a member of WODC Uplands Committee Item 10 from the Agenda - Cllr Connolly declared and interest as he lives near the Water Meadows
25/04/03 WTC	3. Public Participation The meeting will be adjourned at this point In line with the adopted Public Participation Protocol from 12 th 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. The Mayor adjourned the meeting <ul style="list-style-type: none">• There were no members of the public that wished to address the Council Meeting reconvened
25/04/04 WTC	4. Minutes from Previous Meetings To consider for approval the following draft minutes of the Town Council meetings: <ul style="list-style-type: none">a) Draft Minutes from WTC meeting held on Tuesday 11th March 2025• The minutes from Tuesday 11th February 2025 were agreed as an accurate record of the meeting with the following amendments:<ul style="list-style-type: none">- Page 1. 25/03/03 first line of 3rd paragraph change the word has to had- Page 3. 25/03/06 after 12th paragraph add: Cllr Parnes raised the point with County Councillor Graham that in council proceedings several weeks earlier he had asked him about the lacked of town council representation, even if only an observer status, at the meetings of the so-called stakeholder 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 27th of March 2025</p> <p>b) Draft Minutes from ETC meeting held on Thursday 20th March 2025</p> <ul style="list-style-type: none"> The minutes of the ETC meeting held on Thursday 20th March were agreed as an accurate record of the meeting with the following amendments: <ul style="list-style-type: none"> Cllr. Present: add Cllrs: Szabados and Wheatley Page 2 25/03/28 Change Skate Board to Skateboard
25/04/05 WTC	<p>5. Mayor and Clerks Reports</p> <p>a) To receive a report from the Mayor</p> <ul style="list-style-type: none"> I would like to thank Councillors that supported my Charity event on Saturday 29th March 2025. Funds were raised for the WOWA almost £400 and for the Woodstock Lunch Club £100. 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 16th April 2025. Please try and support the VE Day celebration of Saturday 10th May 2025. The preparations are going well and weather permitting should be very enjoyable. On Thursday 8th 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. 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. The Council had received a donation from the Marlborough Charitable Trust of £500 for nesting boxes on the Water Meadows. Grateful thanks were expressed for Mr Stan Scott who had kindly volunteered to repaint the Bus Shelter in Old Woodstock which was now completed and he had done a wonderful job. <p>b) To receive a report from the Clerk</p> <ul style="list-style-type: none"> 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 fibro there had been glitches with optic cables. The total cost of the upgrade of the 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. The membership with the Oxfordshire Playing Field association has been renewed at a cost of £61.00 excluding VAT 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 The internal Audit is scheduled for Tuesday 17th June 2025. This marks the 3rd year for the current Auditor, the Council will be required to appoint a new auditor. The Clerk would be seeking quotes for this.
25/04/06 WTC	<p>6. County and District Councillors Reports</p> <p>To receive reports from</p> <p>a) OCC Cllr Andy Graham Councillor</p> <ul style="list-style-type: none"> Graham had not arrived at this point of the meeting (Item moved down the Agenda between items 11 and 12) <p>b) WODC District Cllr Cooper and Cllr Poskitt</p> <ul style="list-style-type: none"> Cllr Poskitt had not arrived at this point of the meeting Cllr Cooper asked if there were any questions. Cllr Williams asked how the empty homes mentioned in the report were identified? Cllr Cooper replied: the owner pays double council tax. If its empty for (I think) 18 months you pay double council tax. Cllr Wheatley asked how do you identify they are empty.

	<ul style="list-style-type: none"> • Cllr Cooper: said because they have to pay double council tax. • The Mayor commented that the empty houses were probably identified when Council Tax ceased to be paid and then the district council would investigate.
25/04/07 WTC	<p>7.Planning</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 The Council had no objection to this application</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 The Council had no objection to this application</p> <p>d) Ref: 25/00520/LBC Location: 37 Manor Road Woodstock Oxfordshire Description: Replacement of 3 windows The Council had no objection to this application</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 The Council had no objection to this application</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 The Council had no objection to this application</p> <p>g) Ref: 25/00535/HHD Location: 2 Water Brook View Woodstock Oxfordshire Description: Erection of a flat roof porch The Council had no objection to this application</p> <p>h) Ref: 25/00589/HHD Location: 11 Boundary Close Woodstock Oxfordshire Description: Single storey rear extension, garage conversion, loft extension, and single storey infill front extension to the existing porch</p>

	<ul style="list-style-type: none"> 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 <p>i) Appeal Ref: APP/D3125/W/24/3353373 Location: 31 Oxford Road Woodstock Oxfordshire Noted</p>																																								
25/04/08 WTC	<p>8. Finance 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 16th April 2025</p> <p>OCC Cllr Andy Graham joined the meeting at 7:15pm</p>																																								
25/04/09 WTC	<p>9. Schedule of Meetings for 25/26</p> <p style="text-align: center;">The schedule of meeting for 25/26 were unanimously agreed</p> <p style="text-align: center;">Meeting Schedule 2025-2026</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 13th May</td><td>Town Council Annual Meeting</td> </tr> <tr> <td>Tuesday 27th May</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 24th June</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 22nd July</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>August</td><td>No Meeting</td> </tr> <tr> <td>Tuesday 2nd September</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 14th October</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 11th November</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 25th November</td><td>Town Council Budget Meeting</td> </tr> <tr> <td>Tuesday 9th 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 13th January</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 10th February</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 10th March</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 24th March</td><td>Annual Town Meeting at CC</td> </tr> <tr> <td>Tuesday 14th April</td><td>Town Council Monthly Meeting</td> </tr> <tr> <td>Tuesday 12th May</td><td>Annual Town Council Meeting</td> </tr> </tbody> </table> <p>Please note.</p> <p>Additional meeting may be called to allow transactions of the Council Business.</p> <p>Please refer to the website or notice boards for any changes and additional meetings</p> <p>The Annual Town Meeting held at the Community Centre starts at 7.30 pm</p>	2025/26		2025		Tuesday 13 th May	Town Council Annual Meeting	Tuesday 27 th May	Town Council Monthly Meeting	Tuesday 24 th June	Town Council Monthly Meeting	Tuesday 22 nd July	Town Council Monthly Meeting	August	No Meeting	Tuesday 2 nd September	Town Council Monthly Meeting	Tuesday 14 th October	Town Council Monthly Meeting	Tuesday 11 th November	Town Council Monthly Meeting	Tuesday 25 th November	Town Council Budget Meeting	Tuesday 9 th December	Town Council Monthly Meeting	Mayors Carols	To be confirmed by the Mayor	2026		Tuesday 13 th January	Town Council Monthly Meeting	Tuesday 10 th February	Town Council Monthly Meeting	Tuesday 10 th March	Town Council Monthly Meeting	Tuesday 24th March	Annual Town Meeting at CC	Tuesday 14 th April	Town Council Monthly Meeting	Tuesday 12 th May	Annual Town Council Meeting
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25/04/10 WTC	<p>10. Environmental</p> <p>To receive a report from the EWG and consider the recommendations within</p> <p>1. Recommendations</p> <p>The Council agrees for the Clerk to:</p>																																								

	<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</p> <p>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</p> <p>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</p> <p>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 17th March 2025 we now need to move ahead). Vote: For: 0 Against: 7 Abstained: 1 The recommendation fell</p> <p>2. Cemeteries</p> <p>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.</p> <p>Recommendation: The council instructs the Clerk to identify potential contractors to undertake this work and get quotations The council unanimously agreed this recommendation</p> <p>3. Under AOB</p> <p>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.</p> <p>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</p> <p>To receive a report from the Environmental Agency regarding the visit to the Water Meadows on Monday, 17th March 2025 Noted</p>
25/04/11 WTC	<p>11. VE Day</p> <p>To receive an update about VE Day</p>

	The Clerk provided a table on the progress of preparations for the VE Day Celebration and remarked all going well.
25/04/12 WTC	<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"> • Blenheim has started work on the bunding at Eagle Lodge/ Grove Road to hold back the water that runs off the Chalet Park affecting Grove Road. • Banbury Road has had some patch resurfacing. • 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 • OCC, it has been announced in the last few days that we are number one in the country for recycling, WODC is 16th out of 79 councils which is pretty good anyway although Southam Vale has beaten us to it and they are well ahead. • The Stakeholders New Doctors Surgery for Woodstock held on Thursday 27th 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 <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 the 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	<p>12. Structural Engineer Report</p> <p>To receive a report from the Structural Engineer regarding the community centre roof. Noted</p> <p>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.</p> <p>Cllr Poskitt joined the meeting at 7:45 pm</p>
25/04/14 WTC	<p>13. GDPR</p> <p>To receive a report from the audit conducted by Satswana, the Council's Data Protection Officer Noted</p>
25/04/15 WTC	<p>14. New Drs Surgery</p> <p>To receive an update from Cllr Williams Cllr William gave an update on the New Drs Surgery Working Group and presented the following recommendation Recommendations:</p> <ul style="list-style-type: none"> a) That Council ask the Town Clerk to send a follow-up FoI request to BOB ICB The Council unanimously agreed this recommendation b) That Council ask the Town Clerk to arrange a meeting with Kim Langford-Terjrar, officer responsible for S106 matters at WODC The Council unanimously agreed this recommendation 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 The council unanimously agreed this recommendation 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 The council unanimously agreed this recommendation
25/04/16 WTC	<p>15. Land Use Consultation</p> <p>To agree the response (previously circulated)</p> <p>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.</p> <p>The Council agreed for the draft report to be submitted and that the Clerk would sign it on behalf of Woodstock Council.</p>
25/04/17 WTC	<p>16. Regard of Significance (Civic Budget)</p> <p>To receive a report from Cllrs Grant, Poskitt, and Williams</p> <p>Motion: Proposed by Cllr Grant Seconded by Cllr Poskitt</p> <p><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></p> <p>The Council unanimously agreed this motion</p>
25/04/18 WTC	<p>17. OCC possible Grant for flooding</p> <p>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.</p>

25/04/19 WTC	18. Solar Farm Botley West Solar Farm - EN010147 To receive a report for Botley West Solar Farm The Council agreed for the Clerk to contact Karen Howe the Councils representative and request she attends this meeting on the council's behalf.
25/04/20 WTC	19. West Oxfordshire Community Infrastructure Levy (CIL) Schedule examination The Council agreed that for the Clerk to reply with WTCs agreement to the scheme
25/04/21 WTC	20. Housing Supply Targets To receive a report for Housing Supply Targets (enclosed) Cllr Williams Cllr Williams, Connolly and Wheatley will link in to the online meeting
25/04/22 WTC	21. Confidential Confidential Session and control of confidential information As advised by OALC The Mayor read out the following 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. a) Land Registry Decision: The Council agreed not to continue with their objection as it had come to light that the piece of land belongs to WODC.
25/04/23 WTC	23. Close Meeting 8:13 pm