



**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 24<sup>th</sup> June 2025**

**Cllrs. Present:** Cllrs Grant (Mayor), Williams (Deputy Mayor), Addis, Banbury, Cooper, Connolly, Melliss, 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** 8

<b>25/06/01 WTC</b>	<b>1. Apologies for Absence</b> Apologies were received from Cllrs: Parnes and Spencer–Churchill
<b>25/06/02 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 <ul style="list-style-type: none"> <li>Item 7 a), b), c), d), and f) : Cllr Cooper declared an interest as member of WODC Uplands Committee</li> <li>Item 7 a), b), c), d), and f) Cllr Poskitt declared an interest as member of WODC Uplands Committee</li> <li>Item 7 f): Cllr Banbury declared an interest as he live close by 10 Hensington Close</li> </ul>
<b>25/06/03 WTC</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 Botley West Solar Farm</li> <li><b>Speaker 2:</b> Addressed the Council with regards to Item 7 a)</li> </ul> <b>Meeting reconvened</b>
<b>25/06/04 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 of the Town Council meeting held on Tuesday 27<sup>th</sup> May 2025.</li> <li>The minutes from Tuesday 27<sup>th</sup> May 2025.  The following amendments were agreed: <ul style="list-style-type: none"> <li>Page 2: 25/05/30 WTC first line, change Loan to read Lawn  25/05/31 WTC A0 Change OOC to OCC</li> <li>Page 3 add the words  Under Standing Order 5 b) iii  The council can dissolve a Working Group at any time</li> </ul> </li> </ul> The Mayor asked the Council opinion on dissolving the Drs' Surgery Working Group due to the Council agreeing to the financial implications, whether to dissolve the group and bring all further information to the full Council.

	<p>After a short discussion a vote was taken</p> <p>Vote</p> <p>4 Votes: To dissolve the Working Group. 5 Votes: To continue the Working Group</p> <p><b>Decision: The Drs Surgery Working Group would continue</b></p> <p>The Mayor did not sign these minutes as an accurate record due to a query that the Clerk will clarify</p>
25/06/05 WTC	<p><b>5. County and District Councillors Reports</b></p> <p>a) To receive an oral report from the Mayor</p> <p>Last week we had our 24/25 Annual Internal Audit. This resulted in great praise from the Internal Auditor who found no faults with the audit and said a great improvement on last year.</p> <p>We are lucky to have our Town Clerk Valentin who very kindly stepped in to the role of RFO temporarily, our Admin Assistant Rachel who collated the necessary documentation and one of our former RFO Rachel Johnson who very kindly agreed to mentor Valentin and be on hand as a consultant if necessary.</p> <p>I think, you will all agree that we are very fortunate to have Valentin, who we must appreciate, has, once again gone far beyond his duty as our Clerk, willingly tackling tasks that he comes up against, and there are many.</p> <p>We need to treasure his values and work to give him as much help and support as necessary ensuring his contentment in the work place.</p> <p>I'm sure I speak for us all when I say many, many thanks Valentin and please pass on our grateful thanks to both Rachel's that I'm sure have been invaluable to you.</p> <p>Valentin also often stands in for the Caretaker.</p> <p>Please join me in a round of applause in appreciation of our Town Clerk which he whole heartedly deserves.</p> <p><b>The Council unanimously applauded the hard work of the Staff</b></p> <p>b) To receive a report from the Clerk</p> <p>The Clerk informed the Council that a late quote had been received for the removal of the barbed wire from the edge of the path between Hedge End and Park View</p> <p><b>Recommendation:</b> <i>The Council agree the quote of £478 + VAT to cut back the over growth remove the barbed wire as a matter of urgency due to H &amp; S</i></p> <p><b>The Council unanimously agreed the recommendation</b></p>
25/06/06 WTC	<p><b>6. County and District Councillors Reports</b></p> <p>a) To receive an oral report from OCC Cllr Andy Graham</p> <ul style="list-style-type: none"> <li>• The flooding survey had been completed and he had sent it to the Clerk that morning.</li> <li>• The resurfacing of rounds Banbury Road and park of A 44 with white marking yet to be done.</li> <li>• An overview of the meeting of the Steering Group meeting regarding the Drs' Surgery</li> </ul> <p>b) To receive a report from WODC Councillors Cooper and Poskitt</p> <ul style="list-style-type: none"> <li>• Cllr Grant asked Cllr Cooper if he had any news on the placement of about the Air Ambulance Collection Bin.</li> <li>• Cllr Cooper said he has not has a reply from WODC and would look into it.</li> <li>• Cllr Grant spoke about complaints she had received about the volume of noise from Nocturne at Blenheim on Sunday evening (complete with recordings) and noted that WODC agree the noise levels that are acceptable but asked if they had any further input when the event was in progress such as the actual noise level being heard by surrounding residents as the wind was so strong on Sunday carrying the noise level well to the outskirts of the town.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllr Cooper said they should do.</li> </ul> <p><b>Hensington Road Changes to Parking limits</b></p> <p>Cllr Grant had circulated notes of the meeting with WODC regarding the possible changes to the Hensington Road Car Park, parking duration limits and requested that Councillors conveyed this to residents and brought their attention to the Survey that would be online of by letter to the post address available.</p>
25/06/07 WTC	<p><b>Planning</b></p> <p>To consider the Councils response to the following consultations, applications and appeals:</p> <p>a) Ref: 25/01211/HHD Location: 29 Oxford Road Woodstock Oxfordshire Description: Proposed first floor rare extension</p> <p><b>The Council agreed to submit to WODC that the proposed extension was overpowering</b></p> <p>b) Ref: 25/01057/HHD Location: 10 Park Lane Woodstock Oxfordshire Description: Repair and replacement of roof structure, dormer windows and part of second floor</p> <p><b>The Council had not objection to this application but pointed out that there was no Conservation Officers report included</b></p> <p>c) Ref: 25/01291/HHD Location: 36 Blackberry Way Woodstock Oxfordshire Description: Conversion of loft space with construction of rear dormer</p> <p><b>The Council had no objection to this application</b></p> <p>d) Ref: 25/01319/LBC Location: Feathers Hotel 16-20 Market Street Woodstock Description: Addition of 2 flag poles and flags</p> <p><b>The Council had no objection to this application</b></p> <p>e) Ref: 14/02004/OUT Location: Land South Of Perdiswell Farm Shipton Road Shipton On Cherwell Description: Outline planning application for the erection of up to 500 dwellings and commercial floorspace (Use Class E) with associated access, open space and infrastructure - All Matters Reserved except for Access</p> <p>The Mayor asked for a show of hands as to how many councillors objected to the application</p> <p><b>The Council unanimously agreed that they objected to this application</b></p> <p>The discussion turned to the objection the council wished to submit.</p> <ul style="list-style-type: none"> <li>• It was agreed unanimously to give delegated power to Cllr Poskitt, Cooper, Connolly and Wheatley together with the Clerk would work with the Clerk to produce the objection document to the application</li> <li>• Councillor were requested to emailing in their input for consideration</li> <li>• The completed document be circulated to all councillors for any comments.</li> <li>• Once completed to be submitted to Cherwell District Council</li> </ul> <p>f) Appeal Ref: APP/D3125/D25/3365914 (enclosed) Location: 10 Hensington Close Woodstock Oxfordshire Description: Demolition of existing garage, conservatory and rare single storey building, and construction of side/rear extension (part retrospective) Original Application Number: 25/00074/HHD</p> <p><b>The Council noted this appeal notification and did not wish to withdraw their previous Comment being at the meeting of 3<sup>rd</sup> February 2025 WTC had no objection to this application</b></p>

25/06/08 WTC	<p><b>8. Finance</b> To approve and sign the following:</p> <p>a) To approve and sign the Bank Reconciliation and sign the bank statements for the period ending 31<sup>st</sup> May 2025.</p> <p><b>The Council unanimously agreed for the Mayor to sign the Bank reconciliation for the period ending 31<sup>st</sup> May 2025. The Mayor duly signed the reconciliation.</b></p> <p>b) To note the Payments Report for May 2025 (Total £24,652.96 including VAT)</p> <ul style="list-style-type: none"> <li>• Cllr Poskitt queried the 3 payments to the VE Day (Singers)</li> <li>• The Mayor said the reason for 3 payments was that there were actually 3 individual singers</li> <li>• Cllr Wheatly asked about the Christmas Light payment</li> <li>• The Clerk replied that this was a late payment for Christmas 2024 due to not receiving an invoice</li> </ul> <p><b>The Payments Report was noted</b></p> <p>c) To note the Receipts Report for May 2025 (Total £2,399.41 including VAT) <b>Noted</b></p> <p>d) To note the Cost Centre Report for May 2025 <b>Noted</b></p>
25/06/09 WTC	<p><b>9. Final Audit Report</b> To receive and sign the report from the Internal Audit for Financial Year Ended 31<sup>st</sup> March 2025 – Final Report and AGAR The Council received the Auditors report for 24/25 end of year Audit.</p> <p><b>There were no questions</b></p> <p><b>The Council unanimously agreed for the Clerk and Mayor to sign Section 1 of the Annual Governance Statement (AGAR)</b></p> <p><b>The Mayor and Clerk duly signed section 1 of the AGAR</b></p> <p><b>The Council unanimously agreed for the Clerk and Mayor to sign Section 2 of the Annual Governance Statement (AGAR)</b></p> <p><b>The Mayor and Clerk duly signed section 2 of the AGAR</b></p>
25/06/10 WTC	<p><b>10. Property</b></p> <p>a) To receive and note the property report for June 2025</p> <p><b><u>Park Street – External Redecorations Rear &amp; Side Elevation</u></b></p> <p>This work is now complete. We have obtained a quote for replacing the asbestos gutters to the rear of the properties. This is in the region of £4,000-£4,500 plus VAT (quote to follow) including asbestos removal.</p> <ul style="list-style-type: none"> <li>• Due to this being over £100 0 mores quotes will be sought</li> <li>•</li> </ul> <p><b><u>Market Street – External Redecorations to flats Front and Rear</u></b></p> <p>This work is nearing completion and has gone well. The windows on 4a Market Street, particularly on the front elevation of the property are coming to the end of their life and replacement should be planned prior to the next redecorations in 5 years' time.</p> <p><b>To be consider in 26/27 Budget this could be increased over 5 years we could have a running total starting at £3000 and add to this each year up to say £15,000 over 5 years</b></p> <p><b>Cllr Cooper will bring this to the November 2025 budget meeting</b></p> <p><b><u>Woodstock Town Hall</u></b></p> <p>Breckon &amp; Breckon have forwarded the quote for specialist blinds for the office in the sum of £1,016.50 plus VAT and await formal instructions to proceed.</p>

	<p><b>Recommendation</b></p> <p><i>WTC agrees to the fitting of new blinds in the admin office at a cost of £1016.50 + VAT</i></p> <p><b>The council unanimously agreed to this recommendation</b></p> <p>Breckon &amp; Breckon have forwarded a quote for the restoration of two fireplaces in the sum of £1,920 and £940 plus VAT. The quotes are for a light clean and some repair work sympathetic to their age and keeping their character.</p> <p><b>Recommendation</b></p> <p><i>WTC agrees to the restoration of the fireplace in the Assembly and the one in the kitchen at the cost of £2860 + VAT</i></p> <p><b>The Council unanimously agreed to the recommendation</b></p> <p><b>Action</b></p> <p>The Clerk will check if there is any Listed Building consent needed before the work is carried out</p> <p><b><u>24 Market Place</u></b></p> <p>Breckon &amp; Breckon have agreed a new lease with Luxury Pool Tables for a further 3 years at an increased rent of £10,750 pa (existing rent £9,600 pa). Their existing lease expires on 31<sup>st</sup> July and Breckon &amp; Breckon seek the Council's instructions to instruct the solicitors to draft a new lease.</p> <p><b>Recommendation</b></p> <p><i>WTC agrees to Breckon and Breckon instructing the OCC solicitor to draft a new lease</i></p> <p><b>The Council unanimously agreed to the recommendation</b></p> <p>b) To receive notes from Cllr Cooper (Noted)</p>
25/06/11 WTC	<p><b>11. Bins</b></p> <p>To receive a report from Cllr Poskitt</p> <p>The Council agreed unanimously to the <b>principle</b> of placing new rubbish bins in 4 new sites</p> <ol style="list-style-type: none"> <li>1. Near the Park View eastern (towards Oxford) bus shelter</li> <li>2. Marlborough Estate near Samson's Lane</li> <li>3. The Hill Rise bus shelter (Hill Rise side)</li> <li>4. The New Road entrance to the New Road Playground</li> </ol> <p>This will depend on cost</p> <p><b>The Council agreed for the Clerk sourcing costs from both WODC and Shield for the cost of new bins, installation and the emptying of all bins in Woodstock</b></p>
25/06/12 WTC	<p><b>12. Community Centre Solar Pannels</b></p> <p>To receive a report from the Clerk</p> <p>The Clerk reported on the progress of the Solar Panels for the Community Centre.</p> <p>The 2 quotes received covered different specification.</p> <p>The asbestos content of the tiles would need a survey for H&amp;S handling and disposing of asbestos.</p> <p>The possibility of a new roof may evolve.</p> <p>Cllr Banbury said he would like to understand the financial benefits of solar panels.</p>

<p><b>25/06/13 WTC</b></p>	<p><b>13. Memorial Bench Plaques</b></p> <p>a) To receive quotes for Memorial Bench Plaques at the Cemeteries</p> <p><b>The Council unanimously agreed the cost of purchasing a Commemorative plaque to be placed on the newly installed benches at the Lawn Cemetery, including the admin and fitting charge would be £1000. The lettering to be in capitals and all the same size.</b></p> <p>b) Memorial Bench Plaques Policy</p> <p><b>The Council unanimously agreed to adopt the Memorial Bench Plaque Policy</b></p>
<p><b>25/06/14 WTC</b></p>	<p><b>14. Carpet cleaning in the Town Hall</b></p> <p>To receive quotes for cleaning the carpets in the Assembly Room, Kitchen and Room 13 at the Town Hall.</p> <p>The Council consider the 4 quotes and agreed the specification form from Company D Low moisture Carpet cleaning was the most suitable for the Town Hall carpets</p> <p><b>Recommendation</b></p> <p><i>WTC accepts the quote of Company D to the sum of £428.40 including VAT for cleaning the carpets in the Assembly Rom, Kitchen and Room 13</i></p> <p><b>The Council unanimously agreed to accept Quote D (Grimebusters Ltd) to the amount of £428.40 including VAT</b></p>
<p><b>25/06/15 WTC</b></p>	<p><b>15. Policies and procedures</b></p> <p>To receive and adopt the following enclosed policies and procedures</p> <p>a) Lone working policy <b>The Council unanimously agreed to adopt the Lone Working Policy</b></p> <p>b) Violence and Aggression Policy <b>The Council unanimously agreed to adopt the Lone Working Policy</b></p> <p>c) Privacy Policy (to be found on the Council's website) <b>The Council unanimously agreed to adopt the Lone Working Policy</b></p> <p>d) Cookie Policy (to be found on the Council's website) <b>The Council unanimously agreed to adopt the Lone Working Policy</b></p>
<p><b>25/06/16 WTC</b></p>	<p><b>16. New Drs' Surgery</b></p> <p>To receive an oral report from Cllr Williams</p> <p>Cllr William gave an oral report copy attached as an appendix 1 to these minutes</p>
<p><b>25/06/17 WTC</b></p>	<p><b>17. Disability Access</b></p> <p>To receive a report from Cllr Melliss</p> <p><b>Motion: Proposed by Cllr Melliss</b> <b>Seconded by Cllr Grant</b></p> <p>a) <i>Woodstock Town Council supports the aim of Woodstock becoming a disabled friendly Town.</i></p> <p>b) <i>To liaise with businesses to ascertain if they have agreed exception for disabled to give the Council better understanding of the 2010 Equalities Act and its requirements</i></p> <p>c) <i>Request the Clerk/Staff to research any available grant support for businesses to make reasonable adjustments to their premises to provide access for wheelchairs and mobility vehicles.</i></p> <p>Cllr Melliss spoke to the first part of the motion</p>

	<p>Cllr Grant reported that the Clerk had been looking into disability access and it was not within WTC remit but West Oxfordshire District Council and Oxford County Council</p> <p>Cllr Grant suggested an amendment Part a) be changed to read</p> <p>a) <i>Woodstock Town Council supports the aim of Woodstock becoming a disabled friendly Town and work with WODC and OCC to achieve this</i></p> <p><i>Parts b) and c) be deleted</i></p> <p>Cllr Melliss agreed to this amendment</p> <p>The amended motion</p> <p><i>Woodstock Town Council supports the aim of Woodstock becoming a disabled friendly Town and work with WODC and OCC to achieve this.</i></p> <p><i>Was put to the vote</i></p> <p style="text-align: center;"><b>The Council unanimously agreed the motion</b></p>
<b>25/06/18 WTC</b>	<p><b>18. Cover for the Clerk's Annual Leave</b></p> <p>To appoint a Proper Officer in the Clerk's absence.</p> <p>The Mayor reported that the Clerk would be on annual leave in August and there may be a need for an Urgent Planning Committee meeting.</p> <p>Local Government act 1972 states: The law does not specifically say who calls a meeting if the proper office is absent but best practice is for the Chair of delegated officer to act on their behalf.</p> <p>The Mayor asked for the council to agree that for her to sign Agendas in the Clerk absence.</p> <p>The Council unanimously agreed to the Mayor, signing Agendas in the Clerks absence.</p>
<b>25/06/19 WTC</b>	<p><b>19. Exclusion of Press and Public</b></p> <p>Proposed by Cllr Grant <span style="float: right;">Seconded by Cllr Addis</span></p> <p>To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature.</p> <p style="text-align: center;"><b>The Council unanimously agreed to move into confidential session</b></p>
<b>25/06/20 WTC</b>	<p><b>20. Confidential</b></p> <p>Staff matters updates</p> <p>The Clerk informed the Council that he had appointed an Environmental and Cemetery Warden for the Water Meadows and Cemeteries and would be compiling his contract.</p> <p>Cllr Szabados said he hoped that the Violence and Aggression Policy as paid attention to as the Clerk has been under a lot of strain/pressure recently</p>
<b>25/06/21 WTC</b>	<p><b>Close Meeting at 8:57 pm</b></p>

## **Clerk's Report**

### **Flag for Armed Forces Day**

A new flag for Armed Forces Day was ordered to replace the previous one, which had been damaged due to strong winds, as it was made from thin polyester. The new flag measures 2.4 m x 1.5 m — the same size as the other three flags owned by the council — and is made from a more durable fabric. The cost of the new flag is £328.00 + VAT

### **Chair from the Parlour**

One of the chairs in the parlour was damaged and, due to health and safety concerns—as well as the need for it during weddings—it has been sent for repair. The cost of the repair is £130 excluding VAT.

### **Japanese Knotweed**

Complete Weed Control has agreed to treat the additional areas in the town affected by Japanese Knotweed—areas not included in the original scope of work—at a rate of £20 per visit.

### **Hiring Charges**

The policy for requesting returnable damage deposits from users of the Town Hall and Community Centre (item 15 f) from the agenda), as approved by the Council under resolution WTC/203/11, is to be re-adopted and incorporated into the hiring charges. The updated policy includes that all rubbish must be removed by the hirer by the end of the booking and that a charge will be deducted from the damage deposited if any rubbish is left on the premisses.

### **CCLA**

The fund invested in CCLA is not covered by the FSCS, it does though have a 'AAAmmf' credit rating by Fitch, the highest possible credit rating. FSCS protection relates to CCLA (as the Manager), may pay fair compensation on eligible claims arising from its negligence or error in the management and/or administration of the Fund.

### **American Independence Day 4<sup>th</sup> July 2026**

A request has been received from the SOFO Museum, which is currently planning its programme for next year. In connection with the 250<sup>th</sup> anniversary of American Independence, the museum is considering marking the occasion in the Town Square, following a similar format to the VE Day event.

15.07.2025



## Formal Objection to Planning Application 25/01510/OUT (KID1)

### Submitted by Woodstock Town Council

Woodstock Town Council submits this comprehensive and detailed objection to planning application 25/01510/OUT for up to 500 dwellings and associated infrastructure on land south/southeast of Woodstock (KID1 site), within Cherwell District but immediately abutting Woodstock (West Oxfordshire).

This objection is grounded in the National Planning Policy Framework (NPPF, December 2024), the Cherwell Local Plan Review 2042, the West Oxfordshire Local Plan 2031, the Woodstock Neighborhood Plan, the Environment Act 2021, and the Blenheim Palace World Heritage Site Management Plan. It addresses policy non-compliance, cross-boundary impacts, infrastructure, biodiversity, heritage, and deliverability in depth.

### 1. Location, Settlement Pattern, and Planning Policy Context

#### A. Site Isolation and Functional Disconnection

- The proposal for 500 homes is described as “*immediately adjacent*” to Park View, but in reality lies at least 250 meters from the edge of Woodstock, separated by a greenfield containing the nationally important Blenheim Roman villa and other archaeological features.⁻
- The nearest community, Upper Campsfield, is a tiny cluster of 10 homes across the A4095. The development would function as a new, isolated village on productive farmland, with no meaningful relationship to Kidlington (over 5 miles away), despite being in Cherwell District.
- The centre of Woodstock is approximately 1,300m from the centre of the proposed site; the nearest bus stop is 800m away, with no safe or attractive pedestrian or cycling links.
- This pattern of isolated development is **contrary to the National Planning Policy Framework (NPPF, Dec 2024) paras. 16, 79, 105**, which require development to be well-related to existing settlements and to of an appropriate sizescale and type that would help to reinforce/create the service centre and promote sustainable patterns of growth.
- Both the **Cherwell Local Plan Review 2042** and **West Oxfordshire Local Plan 2031** direct significant growth to existing settlements. The **Cherwell Plan** puts the focus of development on Bicester, Banbury, and Kidlington. In the **West Oxfordshire Local Plan 2031**, Woodstock is seen as a rural service centre where development should be of an appropriate scale and type that would help to reinforce the service centre role’ (Policy EW10).

## B. Loss of Green Gap and Community Identity

- The proposal would fill the last remaining open land between Woodstock and Bladon, erasing the historical and physical distinction between two communities that have maintained separate identities for over 900 years, each with its own council and places of worship.
- This is **contrary to WODC Policy OS2** and NPPF para. 79, both of which stress the importance of maintaining settlement separation and community identity.

## C. Cross-Boundary Planning Failure

- The development is in Cherwell but would rely entirely on Woodstock (West Oxfordshire) for services, infrastructure, and community integration. There is no evidence of a binding cross-boundary agreement or joint infrastructure planning, in breach of the **Duty to Cooperate** (NPPF para. 24, 27–28; see also Oxfordshire Plan 2050 and Duty to Cooperate Scoping Document).
- West Oxfordshire District Council has formally objected, citing the site's unsuitability, previous Planning Inspector rejection, and the inability of local services and infrastructure to cope with further growth.

## 2. Housing Numbers, Cumulative Impact, and Infrastructure Overload

### A. Existing and Approved Housing in Woodstock

- In the development of the **West Oxfordshire Local Plan** the Planning Inspectorate report to West Oxfordshire District Council by Malcolm Rivett BA (Hons) MSc MRTPI in August 2018 recognised *"the benefit of providing for around 600 dwellings"*.
- Woodstock currently has approximately **1,700 homes**. Recent and approved developments include:
  - **Park View:** 300 homes (78 still under construction)
  - **Hill Rise:** 180 homes (just begun)
  - **Banbury Road:** 235 homes (outline permission granted; Local Plan Inspector reduced this from an initial higher number for sustainability reasons).
- These sites alone will add **over 700 new homes**, already exceeding the **600-home allocation for Woodstock in the West Oxfordshire Local Plan 2031**.
- Adding a further 500 homes would more than double the planned growth for Woodstock, fundamentally undermining the settlement hierarchy and infrastructure planning of both Local Plans.
- The proposed development is in no way *"a reasonable scale of development"* or can it be said that *"Woodstock is assessed as being of an appropriate scale to support development in order to deliver on its housing needs"* as mentioned in the planning proposal's supporting documents.

## B. Infrastructure Deficits

- **Healthcare:** Woodstock's GP surgery is at capacity, with no site agreed for expansion after a decade of discussion. The Inspector for the Hill Rise appeal noted there would be no medical facilities for some new residents, and neighboring villages cannot absorb the overflow.
- **Education:** Woodstock Primary School is at or beyond capacity, with no room for further expansion. There is also stated need to accommodate pupils from Begbroke due to lagging school provision there. The development would exacerbate this deficit and force children to travel further afield, increasing car journeys and undermining sustainability objectives.
- **Parking:** Parking in Woodstock is already severely constrained and impacts upon the town's commercial activities; the new parking scheme does not increase capacity, and the proposed development would inevitably exacerbate this problem.
- **Sewage:** Critically Woodstock's sewage treatment works is already under capacity, with Thames Water confirming no spare capacity even before current developments are completed. The alternative of connecting to Church Hanborough (or even Cassington) is not viable due to its own capacity and flood risk issues. In the Flood Risk Assessment document, Thames Water has stated (5 June 2024) that this sewage treatment works does not currently have capacity for the development *'the receiving network is served by Church Hanborough STW and there isn't capacity at the works to serve the development currently but is currently being investigated to upgrade the works.'* It should also be noted that the *'current investigation'* has been ongoing for several years. No new homes should be occupied until adequate sewage infrastructure is operational, as required by **Cherwell Local Plan Policy CSD9** and **WODC Policy OS4**.
- **Transport Traffic, Access, and Safety:** The application's reliance on a proposed park-and-ride at Bladon Roundabout is unsound, as the land is not controlled by the applicant and no progress has been made after a decade of discussion. Furthermore residents of this development are highly unlikely to make use of such a park and ride.

Access via the A4095 near the Shipton Road–Long Mile dog-leg is hazardous, with recent fatalities near the Bladon roundabout. Cowells Road risks becoming a rat-run. The nearest bus stop is 800m from the site centre; most local roads are not safe or attractive for cycling or walking. Increased car dependency is inevitable given the site's isolation and lack of sustainable transport links.

The development would be car-dependent, contrary to climate and sustainability objectives in both Local Plans and the NPPF. Without deliverable sustainable transport measures, the proposal will increase car dependency and congestion, contrary to both local and national policy.

### **C. Social and Economic Impacts**

- The affordable homes would be allocated to Cherwell residents, not Woodstock or West Oxfordshire. Construction jobs would be temporary and not necessarily benefit the local workforce.
- Retail benefit to Woodstock is likely to be minimal due to the site's isolation; S106/CIL monies would go to Cherwell while Woodstock/West Oxfordshire bear the burden of increased pressure on inadequate infrastructure.

### **3. Biodiversity, Green Infrastructure, and Environmental Harm**

#### **A. Mandatory Biodiversity Net Gain (BNG) Not Demonstrated**

- The **Environment Act 2021** requires all major developments to deliver a minimum 10% net gain in biodiversity, calculated using the statutory Biodiversity Metric, and secured for at least 30 years-.
- The application fails to:
  - Provide a statutory biodiversity metric quantifying baseline habitat value and net gain.
  - Set out a credible biodiversity gain plan for on-site or off-site habitat creation or enhancement.
  - Secure long-term management and monitoring of biodiversity gain.
  - Address the mitigation hierarchy (avoid, mitigate, compensate) as required by law.
- **Cherwell Local Plan 2042 Policies CSD11, CSD12, CSD14** and **WODC Policy EH3** require measurable net gain, protection of priority habitats, and enhancement of ecosystem services.
- The site forms part of a green corridor south of Woodstock, providing habitat connectivity and ecosystem services. The development would result in direct loss of semi-natural habitat, hedgerows, and mature trees, with insufficient evidence of mitigation or compensation. Since nearby development began, there has been a marked decline in barn owls, hedgehogs, and deer in the area.

#### **B. Long-Term Biodiversity Monitoring and Enforcement**

- There is no explicit evidence in the application that long-term (30-year) management, monitoring, and funding of new/enhanced habitats is secured.

#### **C. Green Infrastructure and Connectivity Risks**

- As the Landscape Parameter Plan and Environmental Statement does not demonstrate how green corridors will be retained, enhanced, and connected to the wider ecological network, the proposal risks habitat fragmentation and loss of ecosystem services.

### **4. Heritage and Landscape Impact**

#### **A. Blenheim Roman Villa**

- The Blenheim Roman villa, located approximately 200m northeast of Littlecote, is a nationally recognized archaeological site. A very limited excavation of the site in 1985 revealed well-preserved

walls and other features, set within an enclosure complex, with the potential for floors to be preserved at greater depth than has yet been explored, but in fact relatively little is known for certain about the extent of this complex. Remains of a possible Roman village were found across the A4095 when the Woodstock Road was being widened. (Simon Preston: Thames Valley Archaeological Services 2014 Land at Shipton Road, Woodstock).

- The proposed development lies in close proximity to this invaluable archaeological site. Construction activities, including groundworks, infrastructure installation, and increased traffic, pose a tangible risk of physical disturbance and irreversible damage to the villa's remains and its associated field system.
- Beyond direct physical impacts, the development threatens to alter the setting and landscape context of the villa, which is integral to understanding its historical function and significance. Any harm to its fabric or setting would represent a significant loss to the region's archaeological record and national heritage.
- The NPPF (paras. 207–208) and guidance on the protection of archaeological sites require that both scheduled and unscheduled remains of national and local importance be preserved in situ wherever possible, and that their settings be respected.

#### **B. Blenheim Palace World Heritage Site (WHS)**

- The site abuts the Blenheim Palace WHS, WHS with Palace, Park and surrounding Wall all listed as of Outstanding Universal Value (OUV) are separated only by the A44 and Campsfield Wood. Both **Historic England** and **ICOMOS** have previously objected to similar proposals, citing irreversible harm to the Outstanding Universal Value (OUV) and setting of the Palace. A letter in December 2017 from Peter Marsden, Chair, ICOMOS-UK World Heritage Committee stated in relation to the approval of what is now the developing Park View site that *'a halt should be called to all further development before progressive salami-slicing of the remaining open land results over time in its entire loss'*. The letter further states: *'Whereas a medium size housing development such as proposed (Park View) would cause harm to the setting of Blenheim, it is undeniably the case in our view that any sequential applications for developing larger parts of the setting could have a much more major cumulative adverse impacts on the setting of Blenheim and on its authenticity in terms of how the estate is approached and perceived. The approval of one site should not be seen as justification for approving other similar applications on adjoining sites. The wider setting of Blenheim has a coherence, and a clear historical relationship with the land within the walled grounds, and both of these aspects need to be respected in relation to any further consideration of housing developments'*.
- The WHS Management Plan and **Operational Guidelines for the Implementation of the World Heritage Convention 2015** require that new development must protect and, where possible, enhance the attributes of the site, including its historic landscape, parkland, and views.

- Blenheim does not have a buffer zone but the Operational Guidelines are clear that this should not lessen the protection of the setting of the site. Para 112 states 'This approach goes beyond the property to include any buffer zone(s) as well as the broader setting. The broader setting may relate to the property's topography, natural and built environment and other elements such as infrastructure, land use patterns spatial organisation and visual relationships. It may also include related social and cultural practices, economic processes and other intangible dimensions of heritage such as perceptions and associations. Management of the broader setting is related to its role in supporting the Outstanding Universal Value'.
- The farmland and parkland surrounding Blenheim are essential to understanding and appreciating its historic character. Development would urbanize this landscape, eroding the historic and rural character of Woodstock's southern gateway, and removing the distinction between Woodstock and Bladon.
- ICOMOS has warned that sequential developments in the setting of Blenheim risk cumulative and major adverse impacts on the WHS's authenticity and coherence. The remaining open land should not be "*salami-sliced*" by further development.
- The application fails to propose a buffer zone, as recommended by ICOMOS and required by NPPF para. 208 and the WHS Management Plan.

## **5. Governance, S106, and Cross-Boundary Funding**

### **A. S106 and Infrastructure Funding Gaps**

- The development is in Cherwell District, but its primary impacts are on Woodstock and West Oxfordshire. S106 funds must be negotiated with both Cherwell and West Oxfordshire District Councils to ensure fair and effective mitigation of infrastructure pressures. If S106 is only negotiated with Cherwell, Woodstock will bear the burden of infrastructure strain without compensation, violating the principle of fair mitigation and the requirements of both councils' Developer Contributions SPDs.

## **6. Deliverability, Prematurity, and Reasonable Alternatives**

### **A. Prematurity and Overdevelopment**

- As stated earlier, the scale of development far exceeds Woodstock's allocation in the West Oxfordshire Local Plan and may be premature relative to the emerging Cherwell Local Plan, undermining the plan-led approach and the principle of directing growth to sustainable, suitable locations.
- The build-out of current sites in Woodstock has been slow (Park View: 30 units/year, Hill Rise: 60 units/year), meaning that the completion of existing permissions will not occur until 2045, well

beyond the life of the emerging Cherwell Local Plan. KID1 cannot be delivered within Cherwell's plan period, rendering it unsound for meeting Cherwell's housing need.

#### **b. Viable Alternatives**

- The Moors site in Kidlington is available and deliverable within the plan period, avoiding the heritage, biodiversity, and infrastructure conflicts of KID1.

### **8. Climate Change Mitigation and Sustainable Building Practice**

#### **A. Current Deficiencies**

- The proposal lacks robust, enforceable climate mitigation measures. It does not commit to best-in-class standards for energy efficiency, low-carbon construction, or climate resilience, and fails to align with Cherwell's and West Oxfordshire's net-zero objectives.

### **9. Conclusion and Formal Request for Refusal**

#### **A. Conclusion**

This proposal would **more than double Woodstock's planned housing growth**, overwhelming local infrastructure, damaging heritage assets of national and international significance, eroding community identity, and failing to deliver on biodiversity, climate, and sustainability objectives. It is **contrary to the NPPF, the Environment Act 2021, , the Cherwell and West Oxfordshire Local Plans, and the Blenheim Palace WHS Management Plan, and the Future Homes Standard 2025**. Approval would set a **damaging precedent for cross-boundary planning, biodiversity law, and the protection of our historic and natural environment**.

#### **B. Formal Requests for Refusal**

This proposal represents **unsustainable, unplanned, and harmful overdevelopment**, with severe infrastructure, heritage, biodiversity, and governance consequences. It is **contrary to adopted and emerging development plans, national policy, and statutory requirements**. Approval would set a **damaging precedent for cross-boundary planning, and the protection of our historic and natural environment**.

Signed

On behalf of Woodstock Town Council

#### **References:**

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<https://www.nalc.gov.uk/resource/the-government-publishes-the-revised-national-planning-policy-framework.html>

<https://modgov.cherwell.gov.uk/documents/s57373/Appendix+2a+-+Proposed+Draft+Cherwell+Local+Plan+Review+2042.pdf>

<https://mycouncil.oxfordshire.gov.uk/documents/s60731/22.06.06 PR RO XX - Policy Annex.pdf?txtonly=1>

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<https://news.westoxon.gov.uk/news/west-oxfordshire-district-council-raises-concerns-about-woodstock-housing-proposal>

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<https://www.blenheimpalace.com/assets/files/images/downloads/blenheim/Blenheim-UNESCO-Management-Plan-2017-Appendix3.pdf>

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<https://www.self-build.co.uk/sustainable-eco-houses-inspire-your-project/>

<https://www.tcpa.org.uk/why-all-new-homes-must-be-climate-resilient/>

<https://architecturetoday.co.uk/introducing-the-uks-first-net-zero-carbon-home/>



# Woodstock Town Council

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

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

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

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

	<b>Bank Reconciliation at 30/06/2025</b>		
	Cash in Hand 01/04/2025		405,315.02
	<b>ADD</b> Receipts 01/04/2025 - 30/06/2025		161,436.60
			566,751.62
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/06/2025		157,896.05
<b>A</b>	<b>Cash in Hand 30/06/2025</b> (per Cash Book)		<b>408,855.57</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Unity Trust 30/06/2025	148,866.83	
	Instant Access Account (WODC RE 30/06/2025	180,445.79	
	CCLA Public Sector Deposit Fund 30/06/2025	80,000.00	
	Lloyds Corporate Card 30/06/2025	-457.05	
			<b>408,855.57</b>
	Less unrepresented payments		
			408,855.57
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>408,855.57</b>
	<b>A = B Checks out OK</b>		

# Woodstock Town Council

14 July 2025 (2025-2026)

## PAYMENTS LIST

You	Cost Code	Code	Date	Bank	Description	Supplier	Net	VAT	Total
116	101 4022	Office Equipment & Stati	02/06/202	Unity Tru	Copier Contract Rental	CF Corporate Financ	X	216.00	<b>216.00</b>
117	305 4221	CC Rates	02/06/202	Unity Tru	Rates 2025/26	West Oxfordshire Di	X	210.00	<b>210.00</b>
118	101 4211	Rates	02/06/202	Unity Tru	Rates 2025/26	West Oxfordshire Di	X	56.00	<b>56.00</b>
119	101 4211	Rates	02/06/202	Unity Tru	Rates 2025/26	West Oxfordshire Di	X	51.00	<b>51.00</b>
129	101 4077	HR Consultants	05/06/202	Unity Tru	HR Support	Peninsula Business €	S	145.20	27.42 <b>172.62</b>
128	310 4110	Fee Park Street	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	374.87	74.97 449.84
128	310 4110	Fee Park Street	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	405.13	81.03 486.16
128	310 4215	Maintenance Park Street	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	X	240.00	240.00
128	310 4245	Maintenance Community	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	813.00	162.60 975.60
128	310 4342	Unspecified Property Ref	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	-1,130.08	-226.01 -1,356.09
128	310 4225	Maintenance Market Stre	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	298.04	59.61 357.65
128	310 4225	Maintenance Market Stre	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	404.00	80.80 484.80
128	310 4140	Fees Community Centre	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	480.00	96.00 576.00
128	310 4140	Fees Community Centre	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	450.00	90.00 540.00
128	310 4140	Fees Community Centre	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	1,820.00	364.00 2,184.00
128	310 4120	Fee Market Street	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	320.67	64.13 384.80
128	310 4120	Fee Market Street	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	450.00	90.00 540.00
128	310 4120	Fee Market Street	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	708.50	141.70 850.20
128	310 4120	Fee Market Street	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	1,680.00	336.00 2,016.00
128	310 4130	Fees Town Hall	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	2,289.50	457.90 2,747.40
128	310 4130	Fees Town Hall	06/06/202	Unity Tru	Monthly Rent- B&B	Breckon & Breckon	S	195.00	39.00 234.00
									<b>11,710.36</b>
132	101 4022	Office Equipment & Stati	09/06/202	Unity Tru	Copier Usage	Thames Valley Copie	S	48.21	9.64 <b>57.85</b>
134	101 4022	Office Equipment & Stati	09/06/202	Unity Tru	Water Cooler Rental	Sun Water Coolers	S	42.00	8.40 <b>50.40</b>
141	101 4022	Office Equipment & Stati	09/06/202	Unity Tru	Water Cooler Bottles	Sun Water Coolers	S	7.08	1.42 <b>8.50</b>
139	101 4058	Professional Fees	09/06/202	Unity Tru	DPO Services	Satswana	S	150.00	30.00 <b>180.00</b>
130	301 4220	TH Rates	09/06/202	Unity Tru	Rates 2025/26	West Oxfordshire Di	X	1,019.00	<b>1,019.00</b>
133	101 4999	Staff Other	09/06/202	Unity Tru	Payroll Services	KBDR Chartered Acc	S	50.00	10.00 <b>60.00</b>
136	305 4208	CC Gas & Electricity	09/06/202	Unity Tru	Electricity	Kent County Council	L	84.38	4.22 <b>88.60</b>
140	120 4500	Grants Issued	09/06/202	Unity Tru	Football Club Grass Cut	Woodstock Town Fo	X	750.00	<b>750.00</b>
131	201 4997	Grass Cutting	09/06/202	Unity Tru	Grass Cutting	N R Prickett	S	719.00	143.80 <b>862.80</b>
135	201 4400	Cemeteries	09/06/202	Unity Tru	fence repair GL Cem	Acom Fencing	S	390.00	78.00 <b>468.00</b>
137	201 4487	Church Clock	09/06/202	Unity Tru	Clock Service	Smiths Of Derby - C	S	315.00	63.00 <b>378.00</b>
138	201 4475	Tree Works	09/06/202	Unity Tru	Works to high risk trees	Dowdeswell Forestry	S	6,580.00	1,316.00 <b>7,896.00</b>
142	201 4420	Watermeadows Mainten	09/06/202	Unity Tru	Trash Screen Clearance	Ubico Ltd	S	165.52	33.10 <b>198.62</b>
145	101 4077	HR Consultants	16/06/202	Unity Tru	HR Support	Peninsula Business €	S	129.74	24.51 <b>154.25</b>
143	305 4213	CC Operating Cost (Clear	16/06/202	Unity Tru	water	Castle Water	Z	72.28	<b>72.28</b>
144	201 4400	Cemeteries	16/06/202	Unity Tru	water	Castle Water	Z	52.34	<b>52.34</b>
149	101 4070	Computer System & IT S	17/06/202	Unity Tru	Email & Citrix Hosting	Microshade Business	S	319.11	63.82 <b>382.93</b>
146	301 4210	TH Operating Costs (Cle	17/06/202	Unity Tru	TH Water	Castle Water	Z	34.40	<b>34.40</b>
148	201 509	Donation wildlife surveill	17/06/202	Unity Tru	Bird boxes	Chrissie's Owls	X	110.00	<b>110.00</b>
150	301 4210	TH Operating Costs (Cle	17/06/202	Unity Tru	Fem Bins	Cherwell Packaging	S	136.00	27.20 163.20
150	305 4213	CC Operating Cost (Clear	17/06/202	Unity Tru	Fem Bins	Cherwell Packaging	S	204.00	40.80 244.80
									<b>408.00</b>
153	401 1100	Wedding Income	17/06/202	Unity Tru	Wedding Refund	James Whitworth	X	360.00	<b>360.00</b>
147	201 4475	Tree Works	17/06/202	Unity Tru	Tree Pruning	Topleaf Tree Service	S	300.00	60.00 <b>360.00</b>
151	201 5002	Enviromental projects	17/06/202	Unity Tru	Tree Pruning	Topleaf Tree Service	S	1,200.00	240.00 <b>1,440.00</b>
152	201 4460	Waste Collection	17/06/202	Unity Tru	Bin Emptying April to S	WODC	S	870.48	174.10 <b>1,044.58</b>
154	401 4347	Staff Costs	26/06/202	Unity Tru	Payroll	Payroll	X	7,935.21	<b>7,935.21</b>
157	101 4059	Bank Charges	30/06/202	Unity Tru	Bank Charges	Unity Trust	X	0.60	<b>0.60</b>
158	101 4059	Bank Charges	30/06/202	Unity Tru	Bank Charges	Unity Trust	X	17.25	<b>17.25</b>
162	201 509	Donation wildlife surveill	02/06/202	Lloyds Cc	Bird boxes	The Wildlife Commu	X	99.95	<b>99.95</b>
163	101 4026	Memberships & Subscrip	08/06/202	Lloyds Cc	Adobe Acrobat Pro	Adobe Systems Soft	S	198.96	39.79 <b>238.75</b>
164	101 4022	Office Equipment & Stati	11/06/202	Lloyds Cc	BLU TAC	Post Office Ltd	X	5.38	<b>5.38</b>
165	101 4275	Staff Phone	13/06/202	Lloyds Cc	Mobile Phone monthly c	Lebara Mobile	X	4.95	<b>4.95</b>
166	101 4275	Staff Phone	13/06/202	Lloyds Cc	Mobile Phone monthly c	Lebara Mobile	X	4.95	<b>4.95</b>

167	301 4200	TH Routine Maintenance	18/06/202	Lloyds Cc	Road diversion sign	Hermeq UK Limited	S	68.69	13.74	<b>82.43</b>
168	101 4070	Computer System & IT S	19/06/202	Lloyds Cc	Microsoft Subscription	Microsoft	X	17.64		<b>17.64</b>
169	101 4059	Bank Charges	26/06/202	Lloyds Cc	Bank Charges	Lloyds Bank Corpora	X	3.00		<b>3.00</b>
<b>Total</b>								<b>32,941.95</b>	<b>4,320.69</b>	<b>37,262.64</b>

# Woodstock Town Council

14 July 2025 (2025-2026)

Vouc	Cost Code	Code	Date	Bank	Description	Supplier	Net	VAT	Total
54	301	1005	TH Daily/Commercial Lett 02/06/2025	Unity Trust	Town Hall Booking	Private Hire	X	21.00	<b>21.00</b>
55	301	1005	TH Daily/Commercial Lett 02/06/2025	Unity Trust	Town Hall Booking	Pilates	X	112.00	<b>112.00</b>
58	305	1006	CC Daily/Commercial Lett 02/06/2025	Unity Trust	Community Centre	Private Hire	X	14.00	<b>14.00</b>
59	301	1005	TH Daily/Commercial Lett 02/06/2025	Unity Trust	Town Hall Booking	Blooming Well	X	65.00	<b>65.00</b>
58	305	1006	CC Daily/Commercial Lett 02/06/2025	Unity Trust	Community Centre	Private Hire	X	28.00	<b>28.00</b>
57	301	1005	TH Daily/Commercial Lett 03/06/2025	Unity Trust	Town Hall Booking	Energy Trainin	X	42.00	<b>42.00</b>
56	401	1100	Wedding Income 03/06/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00	<b>400.00</b>
57	301	1005	TH Daily/Commercial Lett 03/06/2025	Unity Trust	Town Hall Booking	Energy Trainin	X	17.50	<b>17.50</b>
60	305	1006	CC Daily/Commercial Lett 03/06/2025	Unity Trust	Community Centre	Private Hire	X	28.00	<b>28.00</b>
61	101	1200	Interest Received 03/06/2025	Unity Trust	Account Interest	Public Sector C	Z	294.31	<b>294.31</b>
62	305	1006	CC Daily/Commercial Lett 04/06/2025	Unity Trust	Town Hall Booking	Abigail Fry	X	40.00	<b>40.00</b>
63	310	1110	Rent Park Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	S	1,183.64	236.73	1,420.37
63	310	1110	Rent Park Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	X	1,700.00		1,700.00
63	310	1110	Rent Park Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	S	1,300.00	260.00	1,560.00
63	310	1110	Rent Park Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	S	116.36	23.27	139.63
63	310	1110	Rent Park Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	X	1,700.00		1,700.00
63	310	1120	Rent Market Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	X	4,050.00		4,050.00
63	310	1120	Rent Market Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	X	1,400.00		1,400.00
63	310	1120	Rent Market Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	S	1,066.67	213.33	1,280.00
63	310	1120	Rent Market Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	X	1,400.00		1,400.00
63	310	1130	Rent Town Hall 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	X	1,500.00		1,500.00
63	310	4310	Insurance Park Street 06/06/2025	Unity Trust	Monthly Rent- B&B Breckon & Brei	X	139.63		139.63
									<b>14,789.63</b>
64	401	1100	Wedding Income 06/06/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00	<b>400.00</b>
66	301	1005	TH Daily/Commercial Lett 09/06/2025	Unity Trust	Town Hall Booking	Yoga	X	84.00	<b>84.00</b>
65	305	1006	CC Daily/Commercial Lett 09/06/2025	Unity Trust	Community Centre	Woodstock Sol	X	56.00	<b>56.00</b>
67	201	1151	Cemetery Income 09/06/2025	Unity Trust	Cemetery Intermen	Jerrams Ltd	X	132.00	<b>132.00</b>
68	305	1006	CC Daily/Commercial Lett 10/06/2025	Unity Trust	Community Centre	OSTMA Karate	X	70.00	<b>70.00</b>
69	305	1006	CC Daily/Commercial Lett 10/06/2025	Unity Trust	Community Centre	OSTMA Karate	X	17.50	<b>17.50</b>
70	305	1006	CC Daily/Commercial Lett 10/06/2025	Unity Trust	Community Centre	OSTMA Karate	X	300.00	<b>300.00</b>
71	401	1100	Wedding Income 11/06/2025	Unity Trust	Wedding Payment	Private Hire	X	400.00	<b>400.00</b>
72	305	1006	CC Daily/Commercial Lett 12/06/2025	Unity Trust	Community Centre	Woodstock Mu	X	238.00	<b>238.00</b>
79	301	1005	TH Daily/Commercial Lett 17/06/2025	Unity Trust	Town Hall Booking	Blenheim Palac	X	28.00	<b>28.00</b>
78	305	1006	CC Daily/Commercial Lett 17/06/2025	Unity Trust	Community Centre	Zumba	X	84.00	<b>84.00</b>
73	301	1005	TH Daily/Commercial Lett 23/06/2025	Unity Trust	Town Hall Booking	Nina Carrington	X	110.00	<b>110.00</b>
74	305	1006	CC Daily/Commercial Lett 23/06/2025	Unity Trust	Community Centre	Age UK Oxford	X	42.00	<b>42.00</b>
75	305	1006	CC Daily/Commercial Lett 24/06/2025	Unity Trust	Community Centre	Private Hire	X	42.00	<b>42.00</b>
76	201	1151	Cemetery Income 27/06/2025	Unity Trust	ERB Transfer	M Darvill	X	40.00	<b>40.00</b>
77	101	1200	Interest Received 30/06/2025	Instant Acce	Account Interest	Unity Trust	X	1,049.35	<b>1,049.35</b>
<b>Total</b>							<b>19,710.96</b>	<b>733.33</b>	<b>20,444.29</b>

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

## 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		1,942.81	1,942.81				1,942.81	(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	25,727.56	86,272.44	86,272.44	(77%)
4007	Travel (clerk & Councillors)				100.00		100.00	100.00	(100%)
4008	Training				1,000.00	306.00	694.00	694.00	(69%)
4020	Telephone				3,600.00	965.38	2,634.62	2,634.62	(73%)
4021	Postage					14.10	-14.10	-14.10	(N/A)
4022	Office Equipment & Stationery				2,400.00	939.59	1,460.41	1,460.41	(60%)
4023	Archiving								(N/A)
4025	Insurance				1,500.00	5.71	1,494.29	1,494.29	(99%)
4026	Memberships & Subscriptions				1,300.00	385.60	914.40	914.40	(70%)
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	1,828.00	-1,198.00	-1,198.00	(-190%)
4059	Bank Charges				250.00	56.70	193.30	193.30	(77%)
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	1,924.43	4,075.57	4,075.57	(67%)
4077	HR Consultants				3,465.00	824.82	2,640.18	2,640.18	(76%)
4079	Neighbourhood Planning								(N/A)
4096	Public Engagement				1,000.00		1,000.00	1,000.00	(100%)
4275	Staff Phone				150.00	22.78	127.22	127.22	(84%)
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					150.00	-150.00	-150.00	(N/A)
SUB TOTAL		149,000.00	76,442.81	-72,557.19	142,395.00	42,054.62	100,340.38	27,783.19	(9%)

## 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	78.60	1,421.40	1,421.40	(94%)
4500	Grants Issued				4,000.00	3,150.00	850.00	850.00	(21%)
SUB TOTAL					5,500.00	3,228.60	2,271.40	2,271.40	(41%)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

## 201 Environment

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
509	Donation wildlife surveillance		500.00	500.00		209.95	-209.95	290.05 (N/A)
1151	Cemetery Income		902.00	902.00				902.00 (N/A)
4400	Cemeteries				4,000.00	7,395.94	-3,395.94	-3,395.94 (-84%)
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	1,738.62	3,261.38	3,261.38 (65%)
4420	Watermeadows Maintenance				4,000.00	599.72	3,400.28	3,400.28 (85%)
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	24.17	975.83	975.83 (97%)
4455	Allotments		400.00	400.00		400.00	-400.00	(N/A)
4460	Waste Collection				3,000.00	1,593.98	1,406.02	1,406.02 (46%)
4470	ROSPA Report				2,200.00		2,200.00	2,200.00 (100%)
4471	Weed Clearance				2,300.00	709.00	1,591.00	1,591.00 (69%)
4472	Winter Maintenance				200.00		200.00	200.00 (100%)
4475	Tree Works				6,000.00	6,880.00	-880.00	-880.00 (-14%)
4480	Christmas Lights				10,000.00	1,622.00	8,378.00	8,378.00 (83%)
4487	Church Clock					315.00	-315.00	-315.00 (N/A)
4992	Rates				1,500.00	323.86	1,176.14	1,176.14 (78%)
4997	Grass Cutting				10,000.00	2,673.00	7,327.00	7,327.00 (73%)
5002	Enviromental projects					1,200.00	-1,200.00	-1,200.00 (N/A)
SUB TOTAL			1,802.00	1,802.00	59,450.00	27,535.24	31,914.76	33,716.76 (56%)

## 301 Town Hall

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1005	TH Daily/Commercial Lettings	3,075.00	1,534.50	-1,540.50				-1,540.50 (-50%)
4001	Staff Wages					212.50	-212.50	-212.50 (N/A)
4200	TH Routine Maintenance				5,000.00	11,068.36	-6,068.36	-6,068.36 (-121%)
4202	Gutter Maintenance							(N/A)
4203	TH Alarm ( Fire, Security)				1,000.00	350.00	650.00	650.00 (65%)
4209	TH Gas & Electricity				10,000.00	1,279.81	8,720.19	8,720.19 (87%)
4210	TH Operating Costs (Cleaning S					230.41	-230.41	-230.41 (N/A)
4212	TH Insurance				11,000.00		11,000.00	11,000.00 (100%)
4220	TH Rates				11,000.00	3,054.50	7,945.50	7,945.50 (72%)
SUB TOTAL		3,075.00	1,534.50	-1,540.50	38,000.00	16,195.58	21,804.42	20,263.92 (49%)

## 305 Community Centre

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1006	CC Daily/Commercial Lettings	3,300.00	2,295.00	-1,005.00				-1,005.00 (-30%)
1051	CC Service Charges							(N/A)

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 30/06/2025)

1052 CC Office Insurance							(N/A)
4002 Staff Wages							(N/A)
4201 CC Routine Maintenance	4,000.00	470.00	3,530.00	3,530.00			(88%)
4204 CC Alarm (Fire, Security)	1,500.00	350.00	1,150.00	1,150.00			(76%)
4208 CC Gas & Electricity	9,000.00	1,391.35	7,608.65	7,608.65			(84%)
4213 CC Operating Cost (Cleaning Su		492.61	-492.61	-492.61			(N/A)
4214 CC Insurance	1,300.00		1,300.00	1,300.00			(100%)
4221 CC Rates	900.00	625.80	274.20	274.20			(30%)
<b>SUB TOTAL</b>	<b>3,300.00</b>	<b>2,295.00</b>	<b>-1,005.00</b>	<b>16,700.00</b>	<b>3,329.76</b>	<b>13,370.24</b>	<b>12,365.24 (61%)</b>

## 310 Corporate Property

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1110	Rent Park Street	72,400.00	36,805.00	-35,595.00				-35,595.00 (-49%)
1120	Rent Market Street	50,840.00	20,108.11	-30,731.89				-30,731.89 (-60%)
1130	Rent Town Hall	11,100.00	1,500.00	-9,600.00				-9,600.00 (-86%)
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	5,817.40	4,682.60	4,682.60 (44%)
4120	Fee Market Street				7,500.00	4,743.01	2,756.99	2,756.99 (36%)
4130	Fees Town Hall				2,000.00	2,484.50	-484.50	-484.50 (-24%)
4140	Fees Community Centre				3,500.00	3,540.59	-40.59	-40.59 (-1%)
4150	Fees Bowls & Tennis Club				300.00		300.00	300.00 (100%)
4215	Maintenance Park Street					615.00	-615.00	-615.00 (N/A)
4225	Maintenance Market Street					5,966.43	-5,966.43	-5,966.43 (N/A)
4235	Maintenance Town Hall					23,245.00	-23,245.00	-23,245.00 (N/A)
4245	Maintenance Community Centre					1,145.50	-1,145.50	-1,145.50 (N/A)
4255	Maintenance Bowls & Tennis Cl							(N/A)
4310	Insurance Park Street		139.63	139.63	1,260.00		1,260.00	1,399.63 (111%)
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	-1,130.08	7,430.08	7,430.08 (117%)
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>66,312.36</b>	<b>-92,527.64</b>	<b>41,040.00</b>	<b>46,427.35</b>	<b>-5,387.35</b>	<b>-97,914.99 (-48%)</b>

## 401 Weddings

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1100	Wedding Income		3,900.00	3,900.00		360.00	-360.00	3,540.00 (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 30/06/2025)

<b>SUB TOTAL</b>		<b>3,900.00</b>	<b>3,900.00</b>		<b>360.00</b>	<b>-360.00</b>	<b>3,540.00 (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		150.00	-150.00	-450.00 (N/A)
<b>SUB TOTAL</b>			<b>-300.00</b>	<b>-300.00</b>		<b>150.00</b>	<b>-150.00</b>	<b>-450.00 (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	1,286.98	2,713.02	2,713.02 (67%)
5000	Future Projects				7,130.00		7,130.00	7,130.00 (100%)
<b>SUB TOTAL</b>					<b>11,130.00</b>	<b>1,286.98</b>	<b>9,843.02</b>	<b>9,843.02 (88%)</b>

  

<b>Summary</b>								
<b>NET TOTAL</b>	<b>314,215.00</b>	<b>151,986.67</b>	<b>-162,228.33</b>		<b>314,215.00</b>	<b>140,568.13</b>	<b>173,646.87</b>	<b>11,418.54 (1%)</b>
<b>V.A.T.</b>		<b>9,449.93</b>				<b>17,327.92</b>		
<b>GROSS TOTAL</b>		<b>161,436.60</b>				<b>157,896.05</b>		



To agree allocation of Reserves form 24/25 (£358,711.41) for 25/26			
Suggested allocation	Comments	25/26 suggestions	Total Agreed
Staff Costs	New Position, Tax, Pension, Back Pay, Weddings, Locking & Unlocking	39,000.00	
Tree works all areas from survey	More works identified	10,000.00	
Legal Fees		15,000.00	
Public Engagements	Printing and hiring large halls	2,000.00	
Civic Chain	Engraving and repair	2,000.00	
Water Meadows Maintenance	Extensive works	40,000.00	
Play Ground improvements		50,000.00	
Cemetery improvements	Lych Gate Roof, Gaps and Paths	30,000.00	
Town Hall Maintenance	Fire Places, Blinds, new Carpet Assembly room. Stair lift service x 2 per year	4,000.00	
Town Hall/Kitchen/Clock room	Install a tall cupboard to accommodate coats	1,500.00	
Community Centre Kitchen	To fit a new kitchen and decorating (including agreed £5,505.50 for units)	15,000.00	
New trestle tables	Replace the existing 12 trestle tables that are in a very poor condition	1,000.00	
Bins	Installation of 6 new bins	2,000.00	
Property Project improvements/maintenance	Gutter cleaning new guttering PO Block Exterior painting of 2 & 4 Market Street Survey on exterior stonework of Town Hall	20,000.00	
General Reserves unspecified		80,000.00	
<b>Subtotal</b>		<b>£311,500.41</b>	
<b>Balance to allocate</b>		<b>47,211.00</b>	

# **Woodstock Town Council**

## **Property Report July 2025**

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

We have one quote for replacing the asbestos gutters to the rear of the properties in the sum of £4,550 plus VAT. We are awaiting a further quote.

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

This work is now complete.

### **4 Market Street - Damp**

A damp report has been received for the rear of this unit and sent to the Council. Breckon & Breckon seek instructions to carry out the remedial works in the sum of £880 plus VAT. A contractor is investigating the soil pipe to the rear of the property needing attention as flagged in the damp report.

Breckon & Breckon has been instructed by the Clerk to proceed with the work. In accordance with Financial Regulations 5.15, the Clerk and the Chair of the Council are authorised to approve and sign invoices up to £1,000.

### **6 Park Street**

This lease has just expired and the tenant is responsible for some minor redecoration work internally. Breckon & Breckon are mindful of the Council's requirements for any future tenants wanting to take over the unit.

### **Woodstock Town Hall**

Breckon & Breckon have instructed the contractor to proceed with replacement blinds in the office and are awaiting a date.

Breckon & Breckon have instructed the contractor to proceed with a light clean (and some repair work sympathetic to their age and keeping their character) of two fireplaces and are awaiting a date.

### **24 Market Place**

Breckon & Breckon have instructed solicitors to draft the new lease for Luxury Pool Tables. The solicitors have requested a copy of the existing lease. Breckon & Breckon do not have a copy and request one from the Council.

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

## **New Doctors' Surgery /Thames Valley Police Station Site**

Seven months have passed since the Town Meeting in St Mary Magdalene's Church in November 2024.

The so-called 'Stakeholders' Steering Group' chaired by Calum Miller MP – stakeholders who, we are told, have the power to make decisions and have excluded Woodstock Town Council and both our District Councillors from their meetings, and do not listen to the patients and residents of Woodstock - is apparently coming near to their finishing line.

They have informed us that they have identified two possible sites: one the Banbury Road site, the other the Cherwell site, neither of which is in the best interests of those who will use the Doctors' Surgery.

It should be noted that the Cherwell Kid1 planning from Blenheim Estate has once again been submitted and at the November 2024 Woodstock Town Meeting Roger File admitted it was Blenheim's preferred site. This site was previously thrown out by the Government Inspector as not suitable for development. A question, then – how long does an Inspector's ruling apply? Is the ruling given then still in effect?

### **Information**

The Thames Valley Police Station site was purchased by Blenheim (not advertised on the open market) with a claim of consideration for a new Doctors' Surgery. This consideration seems to have been ended with the decision that the site is not suitable from a design put forward by consultants Osmond Trick and paid for by Blenheim Estate.

Woodstock was lulled into a false sense of security and waited with great anticipation for the expected new Doctors' Surgery on the TVP site.

We are told the new surgery will need around 1,000 m<sup>2</sup>, (only 250 m<sup>2</sup> more than the new Long Hanborough surgery) and will be 2 storeys high. The Police Station site measures 3,200 m<sup>2</sup>.

**Note:** Following the Osmond Tricks report, plans were submitted for a residential retirement development, without the inclusion of a doctors' surgery, on the TVP site. This application was objected to by WTC, and was rejected by WODC, with a strongly worded report from the WODC Planning Officer.

There has still not been a definite site for a new doctors' surgery agreed, nor is there an ICB rental agreement in effect. The terms for rental are now with the Valuation Officer, who will decide a 'fair rent' figure for the new surgery, which is likely to be in the region of 75% of current market rents. It is this 'fair rent' figure which is all that the ICB will fund. As Blenheim's proposed rental figure is substantially higher than this, the Steering Group is currently working on different funding models to make up the shortfall.

### **The new Doctors' Surgery**

Drawing on the information available to it, Woodstock Town Council is of the understanding that a new Surgery for Woodstock is many years away. The two sites currently under consideration - Banbury Road East and the Cherwell KID1 site next to Park View - are both fields with no utilities. The Old Police Station site, however, has utilities installed and ready to go, and extends to an area of 3,200 m<sup>2</sup>, providing 1,000 m<sup>2</sup> for a new Doctors' Surgery 2 storeys high, being the agreed size with the supposed 20-year growth identified as part of the need, with more than sufficient land for parking, and with public transport within easy walking distance.

The residents of Woodstock and Woodstock Town Council have never been provided with the actual reasons for this site being deemed unsuitable for a new Doctors' Surgery.

**1. Motion:**

**Proposed by Cllr Williams**

**Seconded by Cllr Grant**

***Woodstock Town Council agrees that the preferred site for a new Doctors' Surgery is the old Thames Valley Police site in Hensington Road for the following reasons:***

- a) It was purchased by Blenheim for consideration of the provision of a new Doctors' Surgery;*
- b) The utilities are already in place, aiding a much quicker delivery of a much-needed facility;*
- c) It is in walking distance for many;*
- d) The site is already on a bus route to accommodate the 60% of patients living outside the Town;*
- e) It is in a much better position with regards to security;*
- f) The distance from the town centre will have a negative impact on the Town's economy;*
- g) It is not what the Town was expecting.*

**2. Motion:**

**Proposed by Cllr Williams**

**Seconded by Cllr Grant**

- a) WTC is not in favour of plans for a new building outside the town centre, far from bus routes, and unlikely to be built for 5 to 15 years;*
- b) WTC states its profound disappointment with the way in which the 'Stakeholders' Steering Group' has been set up and run, taking no account of the views of the Town Council or those of the residents of Woodstock.*

**Woodstock Town Council**  
**Environment Working Group Meeting Notes**  
**Tuesday, 9<sup>th</sup> July 2025 – Mayors Parlour**

**Present:** Cllr Wheatley (Chair), Cllr Connolly, Cllr Grant, Mr. Parkinson (E & C Warden), and the Town Clerk.

The meeting followed the standard agenda and included a discussion on the budget. The Chair requested that all subgroups make every effort to submit a written report in advance of each Environment Working Group meeting. He apologised for the short notice of this meeting and committed to scheduling future meetings with adequate notice.

**1. Cemeteries**

- The Lychgate work is still pending. The agreed work is now scheduled for October 2025 due to equipment availability, at a cost of £7,655.96 + VAT.
- A new cross for the Lychgate has been made by the Mayor's husband; it will be oiled and ready for installation once the Lychgate is repaired.
- Tree works in the Lawn Cemetery have been completed as agreed.
- Unauthorised shrubs and trees have been removed in accordance with the Council's cemetery policy.
- Pathways in the original section of the Lawn Cemetery become very muddy during the winter and require renewal; a budget allocation will be needed.
- The paths also become muddy and difficult to use in winter, particularly due to funeral vehicles accessing graves. The local funeral director has been informed, but further action is required to improve drainage or resurface the area.

**a) Benches**

- The new benches have been installed, and the cost of the memorial plaques has been agreed.
- Due to varying ground levels, soil stabilisation is required, and quotes are currently being sought.

**b) Donated Benches**

- Donated memorial benches are in poor condition and may require removal in accordance with Council policy.

**c) Front Wall of the Lawn Cemetery**

- The front wall, built from reclaimed stone, is in very poor condition.

**Recommendation:** A possible option is to remove the existing wall and replace it with a rabbit-proof fence, positioned behind a boundary hedge for improved appearance and functionality.

**d) Pest Control**

- Due to a rat infestation, advice has been sought from Pest Control, and quotes will be presented at the meeting on 22<sup>nd</sup> July 2025.

**2. Playgrounds**

**a) Inspection**

- When a full-time caretaker is appointed, part of their duties will include these tasks, for which appropriate training will be provided.

**b) Upgrading Playgrounds**

- It was agreed that the playgrounds require upgrading, and advice will be sought from professional companies.

### 3. Old Woodstock Line Nature Area – Access Issues

#### a) OWL

- Some tree work requires attention, and quotes have been requested.

### 4. Water Meadows.

#### a) Tree Maintenance

- The Town Clerk is in the process of obtaining quotes for removing the debris from the Water Meadow.
- Blenheim Side Tree Management

**Recommendation:** The Council agrees that the Clerk should contact Blenheim regarding the trees located on their side of the river.

#### b) Willow Pollarding

- Pollarding of willows is not included in the current maintenance contract.

The Council agrees to seek quotes for annual pollarding and to consider consulting with BBOWT.

#### c) Management

- Local Nature Reserve Progress
  - Good progress is being made toward registering the site as a Local Nature Reserve.
  - If the Water Meadows are designated as a nature reserve, the management plan and schedule of works will need to be reviewed to ensure compliance with any special requirements.

#### d) Riverbank Stabilization

- The Clerk continues to seek quotes for this work and has been advised that all activities must be coordinated with the Environment Agency, which could result in a delay of up to six months.

#### e) Flood Alleviation and Sandbag Storage

- In light of the above, the group discussed temporary flood control measures using sandbags.

**Recommendation:** That the Council approve the purchase of sandbags and appropriate storage facilities. A possible storage solution is a half-size container; Cllr Connolly agreed to investigate costs and potential locations.

### 5. Budget

- The reallocation of the 2024/25 reserves to the 2025/26 financial year will be discussed at the next Council meeting.

## Play Area Improvements

Company	Specifications	Net	Vat	Total
Company A	<b>Location: Rosamund Drive – Fencing</b> Supply and fix 10 additional new posts to match existing fencing, take down broken rails and supply and fit 4 new rails to match existing Clear all old timbers to skip	£390.00	£78.00	£468.00
	<b>Location: Budds Close – Fencing</b> Dig out old broken posts, take down old broken rails. Supply and fit 8 new posts and 16 rails to match existing fencing Posts 1800 x 125 x 75 Rails. 1800 x 88 x 38 Re concrete loose gate post Clear old timbers to skip	£987.00	£197.40	£1,184.40
	<b>Location: Budds Close – Bark Area</b> Supply and fit new retaining boards around existing play area Boards 3600 x 150 x 50 Posts 600 x 100 x 50 Posts fixed @ 900 centres, boards screwed to posts Not to exceed 30m length. £822.00 Supply and lay new bark to existing play area Average infill 75mm Area not to exceed 63 square meters £1,247.40			
	<b>Location: New Road</b> Bark Areas 1-4 Standing at double gates and going anti clockwise <b>Area 1</b> Supply and fit new retaining boards to existing play area Boards 3600 x 150 x 50 Posts 600 x 100 x 50 Posts fixed @ 900 centres, boards screwed to posts. Not to exceed 24m length £657.60 Bark area Supply and lay new bark to existing play area Average infill 75 mm. Area not to exceed 27 square meters £534.60	£2,069.40	£413.88	£2,483.28
		£1,192.2	£238.44	£1,430.64

	<b>Area 2</b> Supply and fit new retaining boards to existing play area Boards 3600x150x50 Posts. 600x100x50 Posts fixed @ 900 centres, boards screwed to posts Not to exceed 30m length £822.00 Bark area Supply and lay bark to existing play area Average infill 50mm Area not to exceed 56 square meters £1,024.80	£1,846.8	£369.36	£2,216.16
	<b>Area 3</b> Supply and fit new retaining boards to existing play area Board 3600x150x50 Posts 600x100x50 Posts fixed @ 900 centres, boards screwed to posts Not to exceed 24m length £657.60 Bark area Supply and lay bark to existing play area Average infill 75mm Area not to exceed 32 square meters £633.60			
	<b>Area 4</b> Supply and fit new retaining boards to existing play area Boards 3600x150x50 Posts 600x100x50 Posts fixed @ 900 centres, boards screwed to posts Not to exceed 32m length £876.80 Bark area Supply and lay bark to existing play area Average infill 75mm Area not to exceed 64 square meters £1,267.20	£1,291.2	£258.24	£1,549.44
	<b>Total</b>	£2,144.00 £9,920.6	£428.80 £1,984.12	£2,572.8 £11,904.72
	<b>Location: Rosamund Drive – Fencing</b> Supply and fix 10 additional new posts to match existing fencing, take down broken rails and supply and fit 4 new rails to match existing Clear all old timbers to skip			
	<b>Location: Budds Close – Fencing</b> Dig out old broken posts, take down old broken rails. Supply and fit 8 new posts and 16 rails to match existing fencing Posts 1800 x 125 x 75 Rails. 1800 x 88 x 38 Re concrete loose gate post Clear old timbers to skip	£1,372.42	£274.48	£1,646.90
		£1,526.44	£305.29	£1,831.73
Company B				



	<b>Location: Budds Close – Bark Area</b> Supply and fit new retaining boards around existing play area Boards 3600 x 150 x 50 Posts 600 x 100 x 50 Posts fixed @ 900 centres, boards screwed to posts Not to exceed 30m length. Supply and lay new bark to existing play area Average infill 75mm Area not to exceed 63 square meters	£1,567.55	£313.51	£1,881.06
	<b>Location: New Road</b> Bark Areas 1-4 Standing at double gates and going anti clockwise <b>Area 1</b> Supply and fit new retaining boards to existing play area Boards 3600 x 150 x 50 Posts 600 x 100 x 50 Posts fixed @ 900 centres, boards screwed to posts. Not to exceed 24m length Bark area Supply and lay new bark to existing play area Average infill 75 mm. Area not to exceed 27 square meters			
	<b>Area 2</b> Supply and fit new retaining boards to existing play area Boards 3600x150x50 Posts. 600 x 100 x 50 Posts fixed@ 900 centres, boards screwed to posts Not to exceed 30m length Bark area Supply and lay bark to existing play area Average infill 50mm Area not to exceed 56 square meters	£683.57	£136.71	£820.28
	<b>Area 3</b> Supply and fit new retaining boards to existing play area Board 3600x150x50 Posts 600x100x50 Posts fixed @ 900 centres, boards screwed to posts Not to exceed 24m length Bark area Supply and lay bark to existing play area Average infill 75mm Area not to exceed 32 square meters	£829.82	£ 165.96	£ 995.78
	<b>Area 4</b> Supply and fit new retaining boards to existing play area Boards 3600x150x50 Posts 600 x 100 x 50 Posts fixed @ 900 centres, boards screwed to posts Not to exceed 32m length Bark area Supply and lay bark to existing play area Average infill 75mm Area not to exceed 64 square meters	£808.15	£161.63	£ 969.78
	<b>Total</b>	£1,654.21 <b>£ 8,442.16</b>	£ 330.84 <b>£1,688.42</b>	£ 1,985.05 <b>£10,130.58</b>

**Recommendation:** That Company B, as the most cost-effective option, be appointed to carry out the work at a total cost of £10,130.58 (including VAT).  
**Budget Allocation:** Funds to be allocated from the following budget lines: 4410 / 4411 / 4412 – Playgrounds

**Job: Relocating Warning Signs at the Water Meadow**

Location: Water Meadow

Company	Specifications	Net	Vat	Total
Company A	<b>Location: Brook Hill Garages (Water Meadow)</b> Dig out existing post adjacent to river, clear old post from site, make good excavation of post hole. Relocate sign to existing gate using additional wood to fix sign onto	£115.00	£23.00	£138.00
	<b>Location: Brook Hill (Water Meadow)</b> Dig out existing post/sign, make good excavation of post hole. Relocate post and sign further up embankment to improve visibility make good sign so as to operate due to damage	£260.00	£52.00	£312.00
	<b>Location: Glyme Close (Water Meadow)</b> Dig out existing post hidden behind gate, clear old post from site, make good excavation of post hole. Relocate sign to existing gate using additional wood to fix sign onto	£115.00	£23.00	£138.00
	<b>Total</b>	<b>£490.00</b>	<b>£98.00</b>	<b>£588.00</b>
Company B	<b>Location: Brook Hill Garages (Water Meadow)</b> Dig out existing post adjacent to river, clear old post from site, make good excavation of post hole. Relocate sign to existing gate using additional wood to fix sign onto (this will need to be cut to size and mounted on a wood background before it can be placed in the new position)			
	<b>Location: Brook Hill (Water Meadow)</b> Dig out existing post/sign, make good excavation of post hole. Relocate post and sign further up embankment to improve visibility make good sign so as to operate due to damage (sign will need to be removed to repair)			
	<b>Location: Glyme Close (Water Meadow)</b> Dig out existing post hidden behind gate, clear old post from site, make good excavation of post hole. Relocate sign to existing gate using additional wood to fix sign onto (this will need to be cut to size and mounted on a wood background before it can be placed in the new position)	£985.00	£197.00	£1,182.00
	<b>Total</b>			

**Recommendation:** That Company A, as the most cost-effective option, be appointed to carry out the work at a total cost of £588.00 (including VAT).  
**Budget Allocation:** Funds to be allocated from the following budget lines: 4420– Water Meadow Maintenance

## Green Lane Cemetery – Pest Control

Company	Specifications	Net	Vat	Total
Company A	<ul style="list-style-type: none"> <li>The contract would be 1 visit every calendar month to check the locked and secure rodent monitoring bait stations</li> <li>Any issues that may occur in between these visits would also be covered as a part of the contract.</li> <li>There is a <b>free</b> 24hr call out facility for any rodent problems and this is a part of the current costing's.</li> <li>A full file outlining the visits and reports will be provided for the inspection of any outside agencies.</li> <li>There would be a one-off fee for the file and placing the required 8 rodent monitoring bait stations around the whole site of £100 plus VAT</li> <li>All staff of Company A are trained to a minimum of Level 2 RSPH in Pest Management, Public and Products Liability Insurance to £5 million.</li> <li>The contract with Company A would run for 12 months then move to quarterly rolling thereafter</li> </ul>	£600.00 per quarter £150.00  One-off fee £100	£120.00 per quarter £30.00  £20.00	£720.00 per quarter £180.00  £120.00
<b>Total</b>		<b>£700.00</b>	<b>£140.00</b>	<b>£840.00</b>
Company B	<ul style="list-style-type: none"> <li>Company B will carry out 1 visit per month to monitor the external areas of the site using external monitoring boxes.</li> <li>The external bait stations will be fitted with Autogate technology around your premises. The Autogate is a smart gate mechanism which only allows rats to access the rodenticide placed inside bait stations.</li> <li>Should rat activity be found, they will carry out weekly follow ups to inspect all areas until the rat activity is under control. Should rat activity be noticed between 2 visits, callouts can be raised by contacting the Company.</li> <li>12 visits per annum to monitor the site using 8 external monitoring stations with autogates (included in the cost on a hire basis) for £278.75 per quarter</li> </ul>	£278.75 per quarter	£55.75 per quarter	£334.50 per quarter
<b>Total</b>		<b>£1,115.00</b>	<b>£223.00</b>	<b>£1338.00</b>

**Recommendation:** That Company A, as the most cost-effective option, be appointed to carry out the work at a total cost of £840.00 (including VAT).  
**Budget Allocation:** Funds to be allocated from the following budget lines: 4400/4401 Cemeteries

## Christmas Lights Working Group – Meeting Report

Date: 8<sup>th</sup> July 2025

Time: 12:00 noon

Attendees: Cllrs Crant, Spencer-Churchill, Wheatley, Cooper, Town Clerk

### Recommendations:

1. Contact "Wake Up to Woodstock" to explore whether any financial contribution can be secured.
2. Liaise with Blenheim Palace to arrange the purchase of three additional medium-sized Christmas trees (10–12 feet tall), confirming pricing and logistics.
3. Confirm with the Christmas Lights contractor whether they can install additional decorations on the Town Hall during the main installation.
4. Confirm with the contractor that they can also provide stable supports for the trees.
5. Increase the Christmas Lights budget by £4,000, bringing the total to £12,300.
6. Establish whether the new Environmental Warden is able to assist with any of the above tasks.
7. Request support from Councillors for the Christmas Carol Service, scheduled for the evening of Saturday, 13th December 2025.

8<sup>th</sup> July 2025

### **New Waste bins for the town and their collection.**

Council determined last month that it would go ahead with researching changing the waste collection for the four town waste bins for which we are charged separately by WODC. Cllrs will have correspondence in the papers for this item from the firm prepared to collect for us on a weekly basis for these and additional new bins.

As I understand the letter, we would not be charged purchase of the new bins of our choice although the firm do recommend a particular company. However Council would have to pay for securing the bins by relevant methods determined by where we site the bins (see 'chat' I had with the firm recommended).

Council needs to decide:

- How many and where it wants new bins?
- Whether the charge suggested for annual collection (of ten bins) is insufficient to require Council to seek other estimated charges?.
- If no other invoices need be sought, does Council wish to proceed with the firm named in the correspondence?
- As fixing the bins is not included in the company's offer, how much we should set aside for bolts and/or weighting to keep the bins secure? Although bolts and weights are not very expensive (see comments) the cost of labour could be significant as the bins are spread around town and will probably be on varied surfaces. After discussion with the Clerk, we agreed to propose the sum of £2,000.00 to budget for costs of equipment and labour to secure the bins.
- Council needs to decide whether to add any extras to the bins. Whilst flaps at the depositing spaces would seem unnecessary, locks to prevent marauders removing the container of rubbish from the bins may be wise.

I recommend Cllrs look at the website referred to in the letter to see the variety of bins but attached is an example which would seem suitable and not too dissimilar from those already around town.

EMEP

14/7/25



From: £190.73  
excluding VAT



£12.50 + VAT delivery (orders under £250)\*  
\*Please refer to terms and conditions



Contains recycled material



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## Woodstock Town Council Copyright Policy

### 1. Introduction

This Copyright Policy outlines the rules governing the use of the Woodstock Town Council website and its contents. It is designed to protect the intellectual property rights of the Parish Council and any third parties whose materials may appear on the site.

By accessing or using the website, users agree to comply with this policy, which is governed by UK law, including the Copyright, Designs and Patents Act 1988, the Copyright and Rights in Databases Regulations 1997, the Digital Economy Act 2010 (in part, dealing with copyright enforcement) and the UK General Data Protection Regulations. The content on this site is provided for personal, non-commercial use only, and unauthorised reproduction or distribution is strictly prohibited unless otherwise permitted by law or with the prior written consent of the Parish Council.

This policy ensures that Woodstock Town Council website remains a valuable and legally protected resource for the community.

### 2. Ownership of Rights

All rights, including copyright and database rights, in the website and its contents are owned by or licensed to the Woodstock Town Council, or otherwise used by the Woodstock Town Council as permitted by applicable law. This includes, but is not limited to, all text, documents, images, audio, video, layout, graphics, logos, design elements, and software (collectively referred to as "Content").

### 3. Permitted Use

By accessing the Woodstock Town Council website, you agree that you will use its contents solely for personal, non-commercial use. You may:

- View the website content on-screen;
- Download content for personal use on a single computer or device at a time;
- Print a single hard copy of any part of the website for personal reference.

### 4. Prohibited Use

Except as expressly permitted above or under applicable law, you agree not to:

- Copy, reproduce, republish, store, archive, or transmit any part of the website or its content;
- Upload or display any of the content on another website or in any public setting;
- Modify, adapt, alter, or create derivative works from the content;
- Distribute, transmit, re-transmit, or broadcast any content in any form;
- Use the website or its content for commercial purposes or for public dissemination.

Any such activity requires the prior written permission of the Woodstock Town Council or must be permitted under relevant UK legislation, including exceptions within the Copyright, Designs and Patents Act 1988.

### 5. Third-Party Content

Where content is provided by third parties or licensed to the Parish Council, all rights remain with the original rights holder unless explicitly stated otherwise. Such content is also protected under this policy and UK copyright law.

### 6. Infringement and Legal Action

Unauthorised use of any content from the Woodstock Town Council website may constitute a breach of

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copyright and other applicable intellectual property laws. The Council reserves the right to take legal action where appropriate.

**7. Requests for Permission**

To request permission to use any part of the Woodstock Town Council website content in a way not explicitly permitted by this policy, please contact:

**Woodstock Town Council**

Address:

Town Hall,  
Marker Place,  
Woodstock,  
OX20 1SL

Email:

[clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk)

Telephone:

01993 811216

**8. Changes to this Policy**

The Council reserves the right to update or amend this Copyright Policy at any time. Any changes will be posted on the Council’s website and are effective immediately upon publication.

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## Woodstock Town Council Data Protection Policy

### 1. Introduction

Woodstock Town Council ("the Council") is committed to protecting the privacy and security of personal data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This policy sets out how the Council collects, uses, stores, and protects personal data and ensures councillors and the Clerk understand their legal responsibilities. This policy requires the Clerk to consider data protection legislation and best practices before starting any new data processing activity to ensure that relevant compliance steps are addressed.

### 2. Definitions

- The GDPR: Regulation (EU) 2016/679 on the protection of natural persons with regard to personal data processing.
- Data Protection Legislation: The Data Protection Act 2018 and the GDPR as retained in UK law.
- Personal Data: Any information relating to an identified or identifiable living individual.
- Data Subject: An individual whose personal data is processed.
- Processing: Any operation performed on personal data, including collection, storage, use, sharing, deletion, etc.
- Data Controller: The person or body that determines the purposes and means of processing personal data.
- Data Processor: A person or body that processes personal data on behalf of a data controller.
- Sensitive Personal Data: Includes data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life, or criminal offences.
- Council Purposes: The legitimate functions of the Council, including service delivery, administration, governance, and legal compliance.

### 3. Scope

This policy applies to:

- All councillors
- The Clerk and any staff, volunteers or contractors
- All personal data processed by or on behalf of the Council

This policy supplements other Council policies, such as IT, internet, and email use.

### 4. Data Controller

The Town Clerk is designated as the Data Controller for Woodstock Town Council and is responsible for the implementation of this policy.

Clerk's Contact Details:

Town Hall, Market Place, Woodstock, OX20 1SL

Tel: 01993 811216

Email: [clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk)

The Clerk will receive appropriate training and maintain awareness of relevant legislation.

### 5. Responsibilities of the Data Controller

The Clerk will:

- Keep the Council informed of data protection responsibilities and risks
- Review all data protection procedures and policies regularly

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- Respond to data protection queries from councillors and staff
- Assist with training and awareness
- Oversee the handling of data subject requests
- Vet third-party processors and approve data-sharing agreements
- Ensure all systems and services meet acceptable security standards
- Approve privacy notices and assess third-party services (e.g. cloud storage)
- Maintain the Council's data register and audit trail

## 6. Collecting and Processing Personal Data

Personal data must only be collected where there is a valid legal basis under the GDPR. These include:

- Consent – freely given, specific, informed, and unambiguous
- Contractual necessity
- Legal obligation
- Vital interests
- Public task – carried out in the public interest or official authority
- Legitimate interests

## 7. Data Protection Principles

The Council will adhere to the six data protection principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

## 8. Privacy Notices

The Council will issue privacy notices to:

- Staff, councillors, contractors, volunteers
- Residents and service users

These notices will explain:

- What data is collected and why
- How it is collected and stored
- Who it may be shared with
- Retention periods
- Data subject rights and contact details

## 9. Sensitive Personal Data

Processing sensitive data requires additional safeguards. Explicit consent will usually be required, unless:

- The processing is required by law
- The data subject cannot give consent (e.g., emergencies)

All processing will be documented with justification.

## 10. Criminal Record Checks

Criminal record checks will only be conducted where legally justified. Consent alone is insufficient.

## 11. Data Accuracy and Relevance

The Council will:

- Ensure data is accurate and up to date
- Only process data necessary for a specified purpose
- Permit individuals to request corrections to their data

## 12. Data Security

The Council will apply appropriate technical and organisational measures to protect personal data.

Storage standards include:

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- Printed data locked away; shredded when no longer needed
- Computers protected by strong, regularly changed passwords
- Secure cloud and backup systems approved by the Clerk
- No data storage on unprotected mobile devices
- Security software and firewalls on all servers

### **13. Data Retention**

Personal data must not be retained longer than necessary. Retention will follow the Council's retention guidelines and be justified in the data register.

### **14. Subject Access Requests (SARs)**

Data Subjects may request access to personal data held about them. Requests must be made to the Clerk and will be fulfilled within one month, provided there is no undue burden or conflict with other individuals' rights.

### **15. Right to Erasure**

Data Subjects may request deletion of their data. The Council will comply unless an exemption applies (e.g. legal obligation).

### **16. Privacy by Design and Default**

The Clerk must consider privacy at the design stage of any project. Data protection should be built into processes and systems, using minimum necessary personal data.

### **17. Data Audits and Register**

The Clerk will maintain a data register, which records:

- What data is held
- Where it is stored
- How it is used
- Who is responsible
- Retention schedules and relevant laws

Regular audits will be conducted.

### **18. Reporting Data Breaches**

All councillors and staff must report actual or suspected data breaches to the Clerk immediately. The Clerk will:

- Investigate the incident
- Record the event in the compliance register
- Notify the Information Commissioner's Office (ICO) where required within 72 hours

### **19. Monitoring and Review**

The Clerk will monitor adherence to this policy and report concerns to the Council. The policy will be reviewed annually or following changes in legislation.

### **20. Consequences of Non-Compliance**

Breaches of this policy may result in:

- Disciplinary action
- Investigation by regulatory authorities
- Reputational and financial harm to the Council

All councillors, volunteers and staff must familiarise themselves with this policy and comply with its requirements.

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## Woodstock Town Council Information Technology Policy

### 1. Introduction

Woodstock Town Council ("the Council") recognises that the effective use of Information Technology (IT) resources, secure communication systems, and responsible data handling are essential to conducting its business transparently, efficiently, and securely. This policy outlines how IT and communication resources should be used by Councillors, staff and volunteers to comply with legal and regulatory standards and to protect the Council's data and systems.

This policy should be read in conjunction with the Council's Data Protection Policy, Code of Conduct, and Social Media Policy.

### 2. Scope

This policy applies to all individuals who access, use, or manage Woodstock Town Council's IT resources, including:

- Desktop computers, laptops, mobile phones, tablets
- Email accounts ending in *.gov.uk*
- Cloud-based services such as SharePoint, Microshade VSM Apps or Microsoft 365
- Internet access, printers, and networking hardware
- Digital storage, backups, and IT management systems

### 3. Acceptable Use of IT Resources

- Council IT resources are provided for official Council business.
- Limited personal use may be permitted, but must not:
  - Interfere with Council duties
  - Violate this or any related policy
  - Involve offensive, illegal, or inappropriate content
- Users must not use Council IT systems for:
  - Commercial gain
  - Political campaigning
  - Distributing discriminatory, defamatory, obscene, or harassing content

### 4. Data Protection and Confidentiality

All use of IT must comply with the UK GDPR and the Data Protection Act 2018. Users must:

- Protect personal and sensitive data
- Store documents only on Council-approved systems
- Not forward emails or data to private email addresses
- Ensure any portable data devices (USBs, external drives) are encrypted and authorised

### 5. Security and Device Management

- All Council devices must be secured with passwords or biometric authentication
- Anti-virus software and system updates must be kept current
- Only authorised software is to be installed; unauthorised installations are prohibited
- Personal devices must not be used to store Council data without prior approval

When working remotely:

- Ensure secure access (e.g. via VPN or authorised SharePoint login)
- Use password-protected files when sending confidential information

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## 6. Email Usage

- All Councillors are issued with a Council email address (e.g. name@woodstock-tc.gov.uk) which **must be used for Council business**
- Email accounts:
  - Must not be forwarded to personal accounts
  - Should include a standardised signature and professional tone
  - Should be checked regularly
- Confidential information must only be shared with password-protected attachments
- Emails are legally considered records and should be retained where relevant

## 7. Internet and Social Media Use

- Internet usage must align with Council business needs
- Users must not:
  - Download pirated or unauthorised materials
  - Post defamatory or offensive content under the Council's name
- Councillors using **personal social media accounts** must ensure any statements are clearly personal and not representative of the Council unless officially authorised

## 8. Software Licensing and Intellectual Property

- The Council will comply with all software licensing terms
- Only the Council's IT support provider is authorised to install or configure software
- Copying, removing, or altering software without permission is prohibited

## 9. Monitoring and Oversight

The Council reserves the right to monitor IT usage to:

- Prevent inappropriate activity
- Detect data breaches or security incidents
- Ensure compliance with laws and Council policies
- Maintain service performance and integrity

Monitoring may include (but is not limited to):

- Email scanning
- Website access logs
- Device audits and file inspections
- Telephone call logs

Council will ensure that monitoring is proportionate and legally compliant, and data collected will be stored securely and only accessed when necessary.

## 10. Reporting Security Incidents

All users must immediately report:

- Lost/stolen devices
- Suspicious emails or cyber threats
- Unauthorised access attempts
- Data breaches or information loss

Reports should be made to the Clerk or designated IT contact (Microshade VSM Apps).

## 11. Responsibilities and Training

All users are responsible for:

- Keeping Council data secure
- Following this and related policies
- Using Council systems with integrity

Training and guidance materials will be provided or signposted periodically.

## 12. Breach of Policy

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A breach of this policy may result in:

- Suspension of IT access
- Referral to the Monitoring Officer or Full Council
- Disciplinary or legal action if warranted

Any individual who believes this policy has been breached in relation to their personal information may raise the issue via the Council's **formal complaints or grievance procedure**.

### **13. End of Tenure or Role**

When a Councillor or staff member leaves the Council:

- All Council devices and access credentials must be returned
- Email accounts and digital access will be disabled
- Any sensitive documents in their possession must be returned or deleted

### **14. Policy Review**

This policy will be reviewed annually, or as needed in response to changes in legislation, technology, or best practice.

### **15. Contact and Support**

For queries, support, or to report incidents, contact the Town Clerk.

Postal address: Town Hall, Market Place, Woodstock, OX20 2SL

Email: [clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk)

Telephone: 01993 811216

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## Woodstock Town Council Freedom of Information Policy

### 1. Introduction

Under the Freedom of Information Act 2000 (FOIA), Woodstock Town Council (the Council) has a duty to adopt and maintain a Publication Scheme. This Scheme describes:

- The classes of information the Council publishes
- How and where such information is published (e.g., website, paper copy)
- Whether a charge is made for the information

The purpose of the Publication Scheme is to inform the public about the information routinely available without the need to make a specific request. Other information can be requested individually under the FOIA and the Data Protection Act 2018 (DPA). If you require information not listed in the Scheme or have suggestions for improvement, please contact the Town Clerk.

#### Contact Details:

Town Hall, Market Place, Woodstock, OX20 1SL

Email: [clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk)

Tel: 01993 811216

### 2. Obtaining Information

Most information listed in the Publication Scheme is free and downloadable from the Council's website: <https://woodstock-tc.gov.uk/> Information only available in paper format is indicated in the Scheme and can be viewed by appointment with the Clerk or requested as a copy.

The Council publishes information under the following broad classes:

#### 2.1 Council Practice and Procedures

- Town Council Meetings
  - Agendas & approved minutes: Notice boards, website, or by request
  - Public and press are invited to attend all meetings
- Standing Orders & Policies: Website and by appointment
- Code of Conduct & Register of Interests: Website or by appointment
- Declarations of Acceptance of Office: By appointment

#### 2.2. Financial Information

- Annual Precept Figure: District Council leaflet
- Budgets, Expenditure, and Payments: Available at Town Hall by appointment
- Annual Accounts & Audit Information: By appointment
- Financial Regulations & Risk Assessments: Website and Town Hall by appointment

#### 2.3. Planning and Development

- Summary of Planning Applications: Agendas and notice boards
- Individual Applications and Responses: Town Hall by appointment and WODC website
- Local Plan (Adopted & Draft): Town Hall by appointment and WODC website

#### 2.4. Health & Safety

- Health & Safety Policy: Website
- Playground Inspection Records: Available by appointment

#### 2.5. Employment

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- Staff Terms & Conditions / Job Descriptions: By appointment
- 2.6. Electoral and Boundary Review Information**
- Previous Review Documentation: Town Hall by appointment
- 2.7. Archive Materials**
- Minute Books, Burial Registers, Historic Maps, Photographs: By appointment

### 3. Information Not Contained in the Publication Scheme and Exemptions

While FOIA grants a general right to access information, some information is exempt from disclosure, including but not limited to:

- Information that could harm the Council's security, staff, systems, or property
- Information that would breach individual data protection rights

If a request relates to exempt information, the Clerk will notify the requester in writing, explaining the refusal and citing the relevant exemptions.

### 4. Data Protection

Under the Data Protection Act 2018, individuals have the right to access personal data held about them. These requests are known as Subject Access Requests and are separate from FOI requests. For personal data requests, please contact the Town Clerk.

### 5. Charges

Type of Access	Fee
Inspecting documents (by appointment)	Free
Photocopies (A4, b/w)	10p per sheet
Detailed searches (e.g., burial register, other documents)	£10 per search
Postage	At cost (Royal Mail rates)
Requests exceeding £450.00 in cost	May be refused or charged under FOIA

### 6. Management of the Publication Scheme

The Council is responsible for adopting and maintaining this policy and the Publication Scheme.

### 7. Review of the Policy and Publication Scheme

This Freedom of Information Policy and the Publication Scheme were approved on 14.03.2017 and will be reviewed at least annually to ensure compliance and relevance.

### 8. Requesting Information

Anyone worldwide, including individuals and organisations, can request information, recorded either before or after the Act came into force. Requests must be:

- In writing (email acceptable)
- Legible and capable of being used for reference
- Requests do not have to mention FOIA or DPA.
- Requests that exceed the cost limit of £450 or are vexatious may be refused.

### 9. Providing Information / Responding to Requests

The Council aims to respond promptly and within 20 working days of receipt. Information will be provided in the requested format where possible.

If a fee is charged, the applicant must pay. Failure to pay means the Council is not obliged to respond.

Date Adopted: 14/03/2017  
Updated:  
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## 10. Exemptions

There are 23 exemptions under FOIA where access may be restricted or refused. Details are available in the ICO's Freedom of Information Legal Topic Note.

Certain categories of information are exempt under FOIA or the Data Protection Act 2018, including:

- Personal data (e.g., staff, personal information relating to councillors (other than required to be declared in Register of Interest) or private individuals)
- Confidential legal or commercial information (e.g., tenders and bids from contractors and suppliers)
- Information that could harm the Council's operations or security

## 11. Freedom of Information and Data Protection

FOIA complements the Data Protection Act. Personal information about an individual is handled under the DPA as a subject access request. Requests involving third-party personal data are carefully considered to avoid breaching data protection principles. Under the Data Protection Act 2018, individuals have the right to access personal data held about them. These requests are known as Subject Access Requests and are separate from FOI requests. For personal data requests, please contact the Town Clerk.

Date Adopted:	14/03/2017
Updated:	
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Minute Number:	WTC/308/16
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Minute Number:	



**Woodstock Town Council  
Recording of Meetings Policy**

**1. Introduction**

Woodstock Town Council is committed to being open and transparent in the way that it conducts its decision making.

The right to record, film and to broadcast meetings of Woodstock Town Council was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Town Council meeting which is open to the public provided that the Chair of the meeting does not consider that there is disruption to the proceedings of the meeting, and subject to the following procedures:

**Procedures:**

- 1) Anyone wishing to record a meeting is requested to let the Chair of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chair to reduce disruption to the proceedings.
- 2) Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned. Any children present at the meeting should not be filmed unless they and their parents/guardians have given their consent. Any request made by the Chair regarding respecting the public's right to privacy must be complied with.
- 3) Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
- 4) The Chair of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chair's opinion, continuing to do so would prejudice proceedings at the meeting because:
  - 5) recording is disrupting the proceedings of the meeting;
  - 6) there is public disturbance or a suspension of the meeting;
  - 7) the meeting has resolved to exclude the public for reasons of confidential business.
- 8) Recording equipment must not be left unattended at meetings.
- 9) The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.
- 10) Any recording made should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

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- 11) If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.
- 12) The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

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## Woodstock Town Council Data Protection Policy

### 1. Introduction

Woodstock Town Council ("the Council") is committed to protecting the privacy and security of personal data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This policy sets out how the Council collects, uses, stores, and protects personal data and ensures councillors and the Clerk understand their legal responsibilities. This policy requires the Clerk to consider data protection legislation and best practices before starting any new data processing activity to ensure that relevant compliance steps are addressed.

### 2. Definitions

- The GDPR: Regulation (EU) 2016/679 on the protection of natural persons with regard to personal data processing.
- Data Protection Legislation: The Data Protection Act 2018 and the GDPR as retained in UK law.
- Personal Data: Any information relating to an identified or identifiable living individual.
- Data Subject: An individual whose personal data is processed.
- Processing: Any operation performed on personal data, including collection, storage, use, sharing, deletion, etc.
- Data Controller: The person or body that determines the purposes and means of processing personal data.
- Data Processor: A person or body that processes personal data on behalf of a data controller.
- Sensitive Personal Data: Includes data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life, or criminal offences.
- Council Purposes: The legitimate functions of the Council, including service delivery, administration, governance, and legal compliance.

### 3. Scope

This policy applies to:

- All councillors
- The Clerk and any staff, volunteers or contractors
- All personal data processed by or on behalf of the Council

This policy supplements other Council policies, such as IT, internet, and email use.

### 4. Data Controller

The Town Clerk is designated as the Data Controller for Woodstock Town Council and is responsible for the implementation of this policy.

Clerk's Contact Details:

Town Hall, Market Place, Woodstock, OX20 1SL

Tel: 01993 811216

Email: [clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk)

The Clerk will receive appropriate training and maintain awareness of relevant legislation.

### 5. Responsibilities of the Data Controller

The Clerk will:

- Keep the Council informed of data protection responsibilities and risks
- Review all data protection procedures and policies regularly

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- Respond to data protection queries from councillors and staff
- Assist with training and awareness
- Oversee the handling of data subject requests
- Vet third-party processors and approve data-sharing agreements
- Ensure all systems and services meet acceptable security standards
- Approve privacy notices and assess third-party services (e.g. cloud storage)
- Maintain the Council's data register and audit trail

## 6. Collecting and Processing Personal Data

Personal data must only be collected where there is a valid legal basis under the GDPR. These include:

- Consent – freely given, specific, informed, and unambiguous
- Contractual necessity
- Legal obligation
- Vital interests
- Public task – carried out in the public interest or official authority
- Legitimate interests

## 7. Data Protection Principles

The Council will adhere to the six data protection principles:

- Lawfulness, fairness, and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality

## 8. Privacy Notices

The Council will issue privacy notices to:

- Staff, councillors, contractors, volunteers
- Residents and service users

These notices will explain:

- What data is collected and why
- How it is collected and stored
- Who it may be shared with
- Retention periods
- Data subject rights and contact details

## 9. Sensitive Personal Data

Processing sensitive data requires additional safeguards. Explicit consent will usually be required, unless:

- The processing is required by law
- The data subject cannot give consent (e.g., emergencies)

All processing will be documented with justification.

## 10. Criminal Record Checks

Criminal record checks will only be conducted where legally justified. Consent alone is insufficient.

## 11. Data Accuracy and Relevance

The Council will:

- Ensure data is accurate and up to date
- Only process data necessary for a specified purpose
- Permit individuals to request corrections to their data

## 12. Data Security

The Council will apply appropriate technical and organisational measures to protect personal data.

Storage standards include:

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- Printed data locked away; shredded when no longer needed
- Computers protected by strong, regularly changed passwords
- Secure cloud and backup systems approved by the Clerk
- No data storage on unprotected mobile devices
- Security software and firewalls on all servers

### **13. Data Retention**

Personal data must not be retained longer than necessary. Retention will follow the Council's retention guidelines and be justified in the data register.

### **14. Subject Access Requests (SARs)**

Data Subjects may request access to personal data held about them. Requests must be made to the Clerk and will be fulfilled within one month, provided there is no undue burden or conflict with other individuals' rights.

### **15. Right to Erasure**

Data Subjects may request deletion of their data. The Council will comply unless an exemption applies (e.g. legal obligation).

### **16. Privacy by Design and Default**

The Clerk must consider privacy at the design stage of any project. Data protection should be built into processes and systems, using minimum necessary personal data.

### **17. Data Audits and Register**

The Clerk will maintain a data register, which records:

- What data is held
- Where it is stored
- How it is used
- Who is responsible
- Retention schedules and relevant laws

Regular audits will be conducted.

### **18. Reporting Data Breaches**

All councillors and staff must report actual or suspected data breaches to the Clerk immediately. The Clerk will:

- Investigate the incident
- Record the event in the compliance register
- Notify the Information Commissioner's Office (ICO) where required within 72 hours

### **19. Monitoring and Review**

The Clerk will monitor adherence to this policy and report concerns to the Council. The policy will be reviewed annually or following changes in legislation.

### **20. Consequences of Non-Compliance**

Breaches of this policy may result in:

- Disciplinary action
- Investigation by regulatory authorities
- Reputational and financial harm to the Council

All councillors, volunteers and staff must familiarise themselves with this policy and comply with its requirements.

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**Council Offices**  
Woodgreen  
WITNEY  
Oxfordshire OX28 1NB  
Tel: 01993 861000  
[www.westoxon.gov.uk](http://www.westoxon.gov.uk)



**Your Ref:**

[Redacted]

**Date:** 30 June 2025

Dear Clerk

**West Oxfordshire Town and Parish Council and Parish Meeting Forum on Local Government Reorganisation**

I am writing to invite representatives of your Town or Parish Council or Parish Meeting to attend the West Oxfordshire Town and Parish Council and Parish Meeting Forum on Local Government Reorganisation to be held on:

4 August 2025 at 6.30pm in the Council Chamber at West Oxfordshire District Council, Woodgreen, Witney, OX28 1NB.

The Forum will finish at approximately 8.00pm

The Council is currently working with Cherwell, South Oxfordshire and Vale of White Horse District Councils and West Berkshire Council to develop a two Unitary Authority proposal for Local Government Reorganisation for Oxfordshire and West Berkshire. The Forum will provide an opportunity to hear more about the proposal and ask questions about it. More detail about the proposal and engagement on it can be found at [www.twocouncils.org](http://www.twocouncils.org).

Please confirm up to two attendees from your Council or Parish Meeting by email to [Redacted] by 1 August 2025.





We would be grateful for your input into the public consultation on the proposed Part-Night Lighting Implementation Framework is now live on 'Let's Talk Oxfordshire' [Part-night lighting and street lighting policy | Let's Talk Oxfordshire](#). If you have already submitted your response, please ignore this request.

The Consultation is running until midnight on Sunday 6<sup>th</sup> July.

### **What this consultation is about**

This framework is about how part-night lighting could be implemented in Oxfordshire. It is not about whether part-night lighting is right for specific areas. In September 2025, the council's cabinet will decide whether or not to move forward with part-night lighting. If the decision is to proceed, we are proposing that towns, parishes or Oxford city wards apply for part-night lighting schemes in their areas and that a public consultation is carried out for each scheme.

### **About the framework**

The draft part night lighting framework proposes to introduce part night lighting in Oxfordshire locations where:

- it is requested by the local town or parish council/meeting, or local governance authorities
- the part night lighting exemption criteria does not apply
- local residents have been consulted via a public consultation, as well as stakeholders like the police, night economy employers and community groups
- the part night lighting scheme is approved at Oxfordshire Council Council's Delegated Decision by Cabinet Member for Transport Management

Please can you share this consultation with your residents, local community and stakeholder groups and your Councillors. We very much want to hear back from Parish's and Town Council's on their views and comments on the proposed Part-Night Lighting Implementation Framework, as if approved, then Parish and Town Council's would be able apply for part-night lighting schemes in their areas.

Press information and the consultation documents are attached. Printed copies of the consultation are also available; You can request a paper copy of the consultation documents by emailing: [partnightlighting@oxfordshire.gov.uk](mailto:partnightlighting@oxfordshire.gov.uk)([External link](#)) or call the county council's Customer Services Team on 01865 792422 or download it from this page. We will provide a Freepost address on the paper survey form for you to return your completed survey.

Any queries or questions, please let us know.

We look forward to getting your consultation responses