



**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.</li></ul> 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</li></ul> The council can dissolve a Working Group at any time  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 or 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>

<p><b>25/06/08</b> <b>WTC</b></p>	<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 Wheatley 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>
<p><b>25/06/09</b> <b>WTC</b></p>	<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>
<p><b>25/06/10</b> <b>WTC</b></p>	<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>• <b>Due to this being over £100 0 mores quotes will be sought</b></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</b> 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</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 (<b>Noted</b>)</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 £100. 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 Violence and Aggression Policy</b></p> <p>c) Privacy Policy (to be found on the Council's website) <b>The Council unanimously agreed to adopt the Privacy Policy</b></p> <p>d) Cookie Policy (to be found on the Council's website) <b>The Council unanimously agreed to adopt the Cookie 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 amended 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 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>