



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

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

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

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

Members of the Public 7

<b>25/05/26 WTC</b>	<b>1. Apologies for Absence</b>  Apologies were received from Cllrs: Addis, Spencer–Churchill, and Szabados  Cllr Parnes joined the meeting at 7:02 pm
<b>25/05/27 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: Cllr Cooper declared an interest as member of WODC Uplands Committee</li><li>• Item 7: Cllr Poskitt declared an interest as member of WODC Uplands Committee</li><li>• Item 15: Cllr Connolly declared an interest as he lives by the Water meadow</li></ul>
<b>25/05/28 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 Solar Farm Community Benefits</li><li>• <b>Speaker 2:</b> Addressed the Council on the New Drs' Surgery</li></ul> <b>Meeting reconvened</b>
<b>25/05/29 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 8<sup>th</sup> April 2025.<ul style="list-style-type: none"><li>• The minutes from Tuesday 8<sup>th</sup> April 2025 were agreed as an accurate record of the meeting with no amendments.</li></ul></li><li>b) Draft Minutes of the Extraordinary Town Council meeting held on Wednesday 16<sup>th</sup> April 2025.<ul style="list-style-type: none"><li>• The minutes from Wednesday 16<sup>th</sup> April 2025 were agreed as an accurate record of the meeting with agreed amendments.</li></ul></li><li>c) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 6<sup>th</sup> May 2025.<ul style="list-style-type: none"><li>• The minutes from Tuesday 6<sup>th</sup> May 2025 were agreed as an accurate record of the meeting with agreed amendments.</li></ul></li><li>d) Draft Minutes of the Town Council Annual meeting held on Tuesday 13<sup>th</sup> May 2025.<ul style="list-style-type: none"><li>• The minutes from Tuesday 13<sup>th</sup> May 2025 were agreed as an accurate record of the meeting with agreed amendments.</li></ul></li><li>e) Draft Minutes of the Extraordinary Town Council meeting held on Tuesday 20<sup>th</sup> May 2025.</li></ul>

	<ul style="list-style-type: none"> <li>The minutes from Tuesday 20<sup>th</sup> May 2025 were agreed as an accurate record of the meeting with no amendments.</li> </ul>
<b>25/05/30 WTC</b>	<p><b>5. Mayor and Clerk's Report</b></p> <p>a) To receive an oral report from the Mayor.</p> <ul style="list-style-type: none"> <li>At the meeting on 8<sup>th</sup> April, we asked the Clerk to look into contracts for oiling the gates at the Lawn Cemetery. Rachel, our Administrative Assistant, kindly volunteered to take this on and has done an excellent job. They look really good, so I would like to thank her.</li> </ul> <p>b) To receive an oral report from the Clerk.</p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>
<b>25/05/31 WTC</b>	<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>Looking into Cycle rack removal.</li> <li>Woodstock local Cycle and walking Cabinet met on 28<sup>th</sup> April 2025 working on making sure there will be funding (50 mile radius).</li> <li>A survey of Cadogan Park area with busses taking a short cut and parking issues will be carried out in the next couple of months.</li> <li>OCC discussing new library possibly on the old site in Hensington Road. Cllr Graham remarked this site is a mess and something needs to be done.</li> <li>His discretionary fund of £10,000 is open for applications, this is not a lot of work and can easily be applied for. Woodstock Communal Garden had already received £500 which is the minimum amount to apply for.</li> <li>2 meetings are scheduled for the Steering Group for the new surgery and I will email the Clerk the dates.</li> <li>Cllr Graham addressed the Council and took questions. <ul style="list-style-type: none"> <li>Cllr Parnes asked why nothing has been done regarding the flooding at Bens Close.</li> <li>Cllr Graham replied that this work is more complicated as the land that abuts Bens Close is Blenheim related. OCC had forward planned to clear 130,000 grills.</li> <li>Cllr Parnes asked what percentage of the TVP site was considered for a new Drs Surgery.</li> <li>Cllr Graham replied he thought the whole site but would check.</li> </ul> </li> </ul> <p>c) To receive an oral report from District Cllrs Cooper and Poskitt.</p> <ul style="list-style-type: none"> <li>Cllr Cooper and Cllr Poskitt took questions. <ul style="list-style-type: none"> <li>Cllr Parnes noted that the timescale for implementing cold-water swimming was twice as long as that for the heated pool facility.</li> <li>Cllr Poskitt commented that the pool currently operates at a loss, and the proposal was seen as a good idea to help address this issue.</li> </ul> </li> </ul>
<b>25/05/32 WTC</b>	<p><b>7. Planning</b></p> <p>Cllr Poskitt left the meeting at 7:32 pm</p> <p>To consider the Councils response to the following consultations and applications:</p> <ul style="list-style-type: none"> <li>Ref: 25/01104/HHD</li> <li>Location: 21 Youngs Way Woodstock Oxfordshire</li> <li>Description: Conversion of loft with installation of two dormers to front elevation.</li> </ul> <p style="text-align: center;"><b>The Council had no objection to this application</b></p> <p>Cllr Poskitt rejoined the meeting at 7:34 pm</p>
<b>25/05/33 WTC</b>	<p><b>8. Finance</b></p> <p>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 30<sup>th</sup> April 2025.</p> <p><b>The Council unanimously agreed for the Deputy Mayor to sign the Bank reconciliation for the period ending 30<sup>th</sup> April 2025. The Deputy Mayor duly signed the reconciliation.</b></p> <p>b) To note the Payments Report for April 2025 (Total £95,980.45 including VAT) <b>Noted</b></p> <p>c) To note the Receipts Report for April 2025 (Total £138,592.90 including VAT) <b>Noted</b></p> <p>d) To note the Cost Centre Report for April 2025 <b>Noted</b></p>





	<p>To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as confidential in nature.</p> <p><b>The Council unanimously agreed to go into a confidential session</b></p>
<p><b>25/05/42</b> <b>WTC</b></p>	<p><b>17. Confidential</b></p> <p>a) Staffing.</p> <ul style="list-style-type: none"> <li>▪ To receive an oral update from the Clerk.</li> </ul> <p>The Council was made aware an unacceptable incident that occurred on 16<sup>th</sup> May 2025 and further actions will be considered.</p> <ul style="list-style-type: none"> <li>▪ Water Meadow and Cemetery Warden Job Role. <ul style="list-style-type: none"> <li>- The Council has agreed to advertise a new role for a Water Meadow and Cemetery Warden, to be offered on a zero-hours contract (SPC 7).</li> <li>- The Council has agreed to advertise the position of Head Caretaker, contracted at 37 hours per week (SCP 5-7).</li> </ul> </li> </ul> <p>b) Volunteers.</p> <ul style="list-style-type: none"> <li>▪ Nothing to report.</li> </ul>
<p><b>25/05/43</b> <b>WTC</b></p>	<p><b>18. Close Meeting at 8:45 pm</b></p>