

**Woodstock Town Council Meetings
from May 2018 until April 2021**

**This document contains Minutes from 51 meetings
and contains 391 pages**

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individual documents into one pdf file.**

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**MINUTES OF THE ANNUAL MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 8th MAY 2018
AT 7.30pm
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. Mrs T Redpath (Mayor)
Cllr. P Jay
Cllr. F Collingwood
Cllr M Parkinson
C Cllr E Poskitt
Cllr P Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr. S Parnes
Cllr U Parkinson
Cllr S Rasch

ALSO IN ATTENDANCE: CCllr Ian Hudspeth and approximately twenty five members of the public which included Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

WTC1/18 ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE:

The Mayor, Cllr T Redpath announced that although she was asked to stand for the forthcoming year after careful thought she had reluctantly decided for personal reasons not put her name forward. She believed that in the last year Council has acted in a far more cohesive way than she had experienced in previous years and hoped her method of chairmanship had been instrumental in that. She referred to the one blot in her term of office, the extensive harassment she had received by email and had found this and the personal slights totally unacceptable. Having taken on the role in 2017 to support the new Clerk and protect her from unnecessary provocation (something the Council had been accused of in the past), in consequence she had found herself in the line of fire. It was therefore not a role that she would wholeheartedly recommend and stated that her successor would need to be tough and firm.

The retiring Mayor proposed Cllr P Jay as Mayor 2018/19 which was seconded by Cllr S Rasch. There were no alternative nominations.

Cllr S Parnes requested a named vote.

VOTE: For:	8	Cllrs T Redpath, P Redpath, M Parkinson, F Collingwood, S Rasch, U Parkinson, E Poskitt & J Cooper
Against:	0	
Abstained:	3	Cllr S Parnes, P Jay and A Grant

RESOLVED: Cllr P Jay's election was confirmed and he signed the declaration of acceptance of office and took over the chair of the meeting. The Mayor thanked the Council for the compliment it had paid him and the confidence it had in him, confirming he would serve the Council to the very best of his ability. He paid tribute to the retiring Mayor Cllr T Redpath and stated that in his judgment she had been an excellent Mayor during a difficult and transitional time in the Council's affairs, and had given outstanding support and encouragement to the new Clerk. He complimented her on the way in which she had chaired the meetings with a remarkable combination of firmness and tolerance and desire to

let all Councillors say what they wish to say. On behalf of the Council he thanked her for her outstanding service.

WTC2/18 ELECTION OF DEPUTY MAYOR:

The Mayor, Cllr P Jay, nominated Cllr A Grant for the position of Deputy Mayor seconded by Cllr J Cooper.

VOTE: For: 11 Against: 0 Abstained: 1

RESOLVED: Cllr A Grant was elected as Deputy Mayor.

WTC3/18 ELECTION OF COUNCILLORS FOR SPECIFIC ROLES:

It was agreed that Councillors would continue for another year in their specific roles as shown below:-

Cllr F Collingwood	-	Council Member for Finance
Cllr A Grant	-	Council Member for Property
Cllr P Redpath	-	Liaison Councillor for Environment
Cllr D Davies	-	Council Member for Winter Weather

Councillors were appointed to the internal working groups and panel as shown in Appendix 1 to these minutes

WTC4/18 APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES:

Councillors agreed to serve on the outside bodies as shown in Appendix 1 to these minutes.

WTC5/18 TO RECEIVE DISCLOSURES OF INTEREST:

No disclosures of interest were received relating to items on this agenda.

WTC6/18 APPOINTMENT OF PROFESSIONAL BODIES:

The Mayor proposed to appoint the following professional bodies:-

Property Agent – Breckon & Breckon
Banks - Unity Bank & Barclays Bank
Insurers – Zurich
Water Meadow Management – Wychwood Project

The above were unanimously agreed.

It was agreed to review the appointment of the following professional bodies:-

Councils Solicitors
Employment and H&R Advisors
Planning Adviser - At present the Council are without a planning adviser and will consider appointing one when the need arises.
Internal Auditor - a review will take place after the first audit has been received.

WTC7/18 STANDING ORDERS AND FINANCIAL REGULATIONS:

After some debate Council agreed the continued use of the current Standing Orders and Financial Regulations with a proviso that Council commit to reviewing and updating them as a priority.

WTC8/18 ASSET REGISTER AND RISK ASSESSMENT FOR 2018/19:

Post Meeting Note: The risk assessment for 2017/18 was noted at the February Town Council Meeting (**WTC227/17**) and the reference to the year 2018/19 was a typing error.

The fixed asset register (2017/18) will be an item for the June meeting as it is a year-end activity and will be presented with the year-end accounts. The risk assessment for 2018/19 will be reviewed thoroughly in June/July and will be presented at the September meeting.

WTC9/18 CALENDAR OF MEETINGS:

The dates of meetings and events for the coming year were agreed as shown in Appendix 2 to these minutes.

The meeting closed at 19.52hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 8th MAY 2018
HELD AFTER THE ANNUAL TOWN COUNCIL MEETING
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr. S Parnes
Cllr U Parkinson
Cllr E Poskitt
Cllr T Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr M Parkinson
Cllr S Rasch
Cllr P Redpath

ALSO IN ATTENDANCE: CCllr I Hudspeth and some twenty five members of the public which included Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

WTC10/18 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC11/18 DISCLOSURES OF INTEREST:

Cllr U Parkinson **Item 18 Property Matters:** Prejudicial interest as she declared that she is the Chair of Woodstock Tennis Club.

WTC12/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 13th March 2018:

The minutes were approved with the following agreed amendments:-

WTC237/17 Item WTC216/17 amend 'Lesley' to 'Leslee'.
WTC241/17 Paragraph twelve, remove the word 'the'.
WTC201/17 Paragraph one, line 3 add the letter 'r' onto 'he' so the word reads 'her'.
WTC208/17 Paragraph two, line 2 remove the word 'efficient' and replace with 'more effective'. Line four amend the word 'request' to read 'requested'.

WTC13/18 PUBLIC PARTICIPATION SESSION:

May Wylie raised the issue of the decision made by the Parochial Church Council (PCC) for the 2018 Christmas market to be run by a community based organisation (Wake Up To Woodstock). She provided background on how Caroline Casey a local person had taken a risk to start the 'Woodstock Christmas Market' in 2011 and through her the event has grown over the years with footfall reaching 5386 in 2017. She expressed dismay that the decision was made by the PCC without a bidding process and no transparency which raises questions about the fairness of the process and the reputation of Woodstock as a fair-trading body.

Rachel Phipps address the Council advising that she has run the Woodstock Poetry Festival for the past seven years and it has grown hugely during that time. She has been using the Assembly Room and Kitchen in the Town Hall for the past three years. When she came to

book the rooms for 2018 she was advised that they had already been booked for an exhibition commemorating the First World War. She expressed her surprise at this as the poetry festival is listed as a 'Woodstock Town Event' and explained that it would be very difficult to move the festival now and no other venue facilitates it as well as the Assembly Room. Rachel would like to co-exist with other events being held on the day but has suggested the exhibition part of the commemorations be held in either the Soldiers of Oxfordshire Museum or the Church. She will have no alternative but to cancel the poetry festival if she is unable to secure the booking of the Assembly Room and Kitchen.

Tracy Wray asked two questions relating to the current parking enforcement in Woodstock.

Question 1 - Can it go back to how it was previously?

Question 2 (directed to Councillor Hudspeth) - Are the traffic wardens given targets of how many tickets they issue (performance targets)?

To which Councillor Hudspeth replied no.

Hilary Brown, speaking on behalf of Sustainable Woodstock gave a brief summary of the catastrophic effect single-use plastic has on the environment and outlined a proposal for the Council and local residents to support Woodstock in becoming a Single-Use Plastic Free Town. To achieve the status there would have to be a collective initiative involving and supported by many members of the community and businesses.

The Mayor thanked Hilary and confirmed that for the proposal to move forward Sustainable Woodstock require the support of a Councillor who would present a motion to Council at a future meeting.

Linda Glees, speaking on behalf of 'Heart of Woodstock' a group which over 70 residents and people working in the town have joined. She emphasised that the sudden reversal of the light touch enforcement regime without notice or consultation has caused great difficulties for those most immediately affected (residents, businesses and visitors). Some of the businesses who had previously been in support of the change to the enforcement policy, now feel that its implementation may deter shoppers from the town. One business owner has reported a marked drop in revenue since the change. Linda also indicated that the suspension of 9 or more parking bays in Rectory Lane and the additional vehicles of the contractors have put significantly more pressure on the residents of central Woodstock. She therefore would like to advocate a conservative parking policy and for now leave everything as it was, then consult widely over time to identify more changes, to allow 'Heart of Woodstock' representation on the Traffic Advisory Committee and look at other small changes.

Cllr S Parnes proposed that agenda items 6, 11, & 15 be brought forward to accommodate the relevance of them to the public participation session. There were no objections to the proposal.

WTC14/18 COUNTY AND DISTRICT COUNCILLORS UPDATE:

The monthly Parish report from Councillor Hudspeth was received by Council.

Cllr S Parnes referred to the County Councillor's Parish Report which suggested that 'there would be a cost involved for the permits, which goes against the policy of WODC for free parking so there is a stalemate'. Cllr S Parnes noted email confirmation from WODC which confirmed that permit fees are different from parking charges and therefore have nothing to do with parking charges and therefore parking permits do not contradict the policy for free parking.

Cllr Hudspeth commented that this was something that had moved in the last week since he had written his report in good faith. He reiterated that he had always been an advocate of residents parking permits and welcomed the fact that WODC are now agreeing to consider them.

Cllr S Parnes then asked if a Temporary Traffic Regulation Order (TTRO) for residents parking could be made?

Cllr Hudspeth said that this suggestion raised questions such as how many spaces, where would they be, who would be eligible for them. It would also involve signage being changed and the legal process to be completed. He indicated that the displacement parking in other parts of the town needed to be considered when looking at solutions.

Cllr P Redpath then raised the option of turning the town center (High Street and Market Street) into a one-way system, as Cllr M Parkinson had suggested at the Annual Town Meeting, which could create more parking spaces.

Cllr Hudspeth referred to the problem of traffic speeding up on a one way system and the rights of way at junctions.

Cllr P Redpath then asked if an area such as Rectory Lane could be set aside for residents' parking for which they would pay an annual fee?

Cllr Hudspeth referred back to his earlier response to Cllr S Parnes, namely that to implement any residential parking permit scheme would involve signage being changed and the legal process being completed.

The District Councillors' report was received, without comment or questions raised.

WTC15/18 110 LEGACY:

Cllr J Cooper referred Council to his email that had been circulated to all Councillors and requested the endorsement of the Council in backing the 110 Legacy project. He also asked if Council wanted to invite Mr Huggins to visit during the ceremonies and to re-establish contact with The Marlborough School over the First World War graves as well.

The Mayor enquired as to who Rachel Phipps should contact regarding the conflict of booking. Cllr A Grant said that it had been thought that Woodstock Town Council should hold an exhibition to coincide with Remembrance Day and the centenary of the First World War and there would be a display around the edge of the Assembly Room. She has booked the room accordingly.

The Mayor proposed that Cllr J Cooper and Mr Brian Yoxall (as an adviser) should meet with Rachel Phipps to try and resolve the booking clash.

RESOLVED: Council unanimously agreed for the parties to meet and try to find a solution as soon as possible.

Post Meeting Note: A decision was not made by Council to endorse the 110 Legacy Project during the discussion.

WTC16/18 WOODSTOCK CHRISTMAS MARKET, WOODSTOCK CHRISTMAS FAYRE AND CHRISTMAS LIGHTS:

Councillor T Redpath gave a brief summary of her report on the situation regarding the Woodstock Christmas Market and the request from a trader for Woodstock Town Council to help facilitate an alternative venue for the event within the town.

Cllr S Parnes drew Council's attention to the Local Government Act 1972 Section 144 'Local Authority power to encourage visitors and provide conference and other facilities' which could be used if the Council wished to encourage the parties involved to seek a solution. He also referred to the personal details of the trader who emailed being inappropriately disclosed to both the venue organiser and the event organiser. Cllr S Parnes indicated that as not all parties are present Council did not have the full story sufficient to make a decision. He suggested that Council needs thorough consideration of how to accommodate all parties involved, since WTC could be perceived to be endorsing the event as it pays for the installation of the Christmas lights and publicises the event within its newsletter.

Cllr S Parnes proposed which was seconded by Cllr P Redpath

That Woodstock Town Council approach the new event organisers and ask them if they could accommodate now and in future years the previous organisers being involved in the event.

Cllr E Poskitt thought that WTC should not get involved. Cllr P Redpath responded that Cllr S Parnes was proposing that WTC advise both parties to get together and talk about it between themselves and resolve the problem. Cllr T Redpath explained that the Church had actually approached Wake Up To Woodstock to facilitate the event and reiterated her reasons for bringing it to Council for discussion. Cllr F Collingwood shared the view of Cllr E Poskitt that Council should not get involved. Cllr S Parnes summarised his understanding of the discussion. A vote was taken. Cllr S Parnes requested a named vote.

VOTE:	For:	5	Cllrs A Grant, P Redpath, S Parnes & U Parkinson
	Against:	6	Cllrs J Cooper, E Poskitt, F Collingwood, S Rasch, M Parkinson & P Jay
	Abstained	1	Cllr T Redpath

RESOLVED: The motion fell.

WTC18/18 REPORT FROM THE TOWN CLERK:

Council approved the following requests contained within the Clerks report:-

- Sustainable Woodstock to store their litter pickers in the Town Hall cellar (the Clerk to specify that they are kept in a metal container).
- Table to be lent to Hilary Brown with risk assessment.
- Use of the stocks during Woodstock Carnival (the Clerk to contact Mr Tonks to confirm how the stocks will be used during the Carnival).
- Collecting fallen wood by residents from Water Meadows as it is a public area but the residents do this at their own risk.
- Trees at the New Road Play Area to be cut to 12ft in future rather than 10ft as previously specified within the grass cutting tender.

Cllr F Collingwood asked the Clerk whether she had progressed the decision from a previous meeting that the staff contracts should be updated by the Councils HR adviser. The Clerk said

that she had emailed the request, but the timeframe for completion was 35 days.

WTC18/18 COMMUNICATIONS:

There were no communications from the Mayor.

WTC19/18 QUESTIONS

No questions were presented to Council.

WTC20/18 MOTIONS PRESENTED TO THE COUNCIL:

No Motions were presented to the Council.

WTC21/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – APRIL 2018

The report was received, no queries were raised.

RESOLVED: The payments totalling £27,019.73 made in the month of April 2018 were approved.

RESOLVED: The Bank Reconciliation Statements for April 2018 were noted.

RESOLVED: The summary and detailed income & expenditure statements for April 2018 were noted without comment.

RESOLVED: The Budget Carry-Forwards from 2017/18 to 2018/19 were approved.

RESOLVED: The National Salary Awards 2018-2019 were received and the implementation of them noted. Cllr F Collingwood advised that as only a 1% salary increase had been allowed for within the budget this would create a variance which will need to be adjusted within the budget review.

WTC22/18 CONTINGENCY PLAN:

Cllr F Collingwood referred to the English Heritage report which said that the approach to Woodstock should be kept rural, but he understood that in the latest draft that OCC traffic department had produced it had put in a set of traffic lights. Cllr Collingwood suggested that this is not consistent with a rural approach. He requested that OCC look into it and amend the plans. Cllr Hudspeth replied 'yes', they would. Cllr F Collingwood stated that this was a good example of what WTC might achieve by talking to people.

Cllr F Collingwood proposed the following recommendation which was seconded by Cllr M Parkinson:-

That WTC approach the planners and the various bodies who can influence matters which we have identified in the working party brief and see if we can influence them while at all the times maintaining our objections to the housing.

Cllrs S Parnes and P Redpath expressed their views and concerns relating to the proposal.

Cllr S Parnes requested a named vote.

VOTE:	For:	7	Cllrs M Parkinson, S Rasch, U Parkinson, F Collingwood, E Poskitt, J Cooper, P Jay
	Against:	3	Cllrs P Redpath, A Grant, S Parnes
	Abstained:	1	Cllr T Redpath

RESOLVED: The motion was carried.

WTC23/18 RESPONSIBILITY FOR INDIVIDUAL SPENDING BUDGETS:

Cllr F Collingwood gave a brief summary of the report compiled by himself and Cllr P Jay. He then proposed the following motion which was seconded by Cllr P Jay:-

Woodstock Town Council shall without delay appoint a willing and able Councillor to support and work with the Town Clerk on each of the twelve projects listed within the report with the Town Clerk retaining full legal and executive responsibility. They shall expedite the conclusion of the project, seek the best outcome and speak to it in Council.

A debate followed.

Cllr E Poskitt suggested amendment to the motion as highlighted below:-

*Woodstock Town Council shall without delay appoint a willing and able Councillor to support and work with the Town Clerk on **some** of the twelve **categories** listed within the report with the Town Clerk retaining full legal and executive responsibility. They shall expedite the conclusion of the project, seek the best outcome and speak to it in Council.*

The amendments were agreed.

Cllr P Redpath requested a named vote.

VOTE:	For:	6	Cllrs F Collingwood, M Parkinson, S Rasch, P Jay, J Cooper, E Poskitt,
	Against:	3	Cllrs P Redpath, A Grant, S Parnes
	Abstained:	2	Cllrs U Parkinson, T Redpath

RESOLVED: The motion was carried.

WTC24/18 CHERWELL LOCAL PLAN:

Cllr T Redpath reported that to date she had not received an answer from ICOMOS or English Heritage to her enquiry as to whether they would make representation at the enquiry. She also provided an update on her communication with the Begbroke and Yarnton Group (BYG) who are interest in working with WTC.

The Mayor suggested that Council invite Cllr T Redpath to act as the Council's 'Lead' person on Planning and Development, to which council unanimously agreed. Cllr T Redpath accepted the offer.

WTC25/18 TOWN COUNCIL EMAIL ADDRESSES FOR COUNCILLORS:

Council agreed to defer this item until the June meeting as no report had been submitted by Cllr S Parnes, who was awaiting receipt of some information.

WTC26/18 TRAFFIC ADVISORY COMMITTEE:

The minutes of the Traffic Advisory Committee were noted. Cllr T Redpath raised parking in Woodstock, confirming that WTC had listened at this meeting to a lot of comments about the parking situation. She recalled that WTC had actually put forward to WODC the resolution from the Annual Town Meeting calling for stricter enforcement of certain parking restrictions. That meeting had been open for all residents to attend and to express their views. Cllr T Redpath suggested that WODC should be asked to speed up the review.

Cllr E Poskitt brought to Councils attention Colin Carritt's proposal in to widen the footpath from Bladon to Hanborough Station. She then proposed the motion which was seconded by Cllr F Collingwood that

'WTC work with Bladon and Long Hanborough Councils to request OCC to widen the footpath from Blandon to Hanborough Station.'

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

Cllr S Parnes added that the parking motion from the Annual Town Meeting included a request to *'leave unrestricted parking to accommodate residents'* and asked that Council keep monitoring the situation and remind WODC of this part of the resolution if necessary at a later date.

WTC27/18 COMMUNITY PLAN:

The Mayor invited Mr Brian Yoxall to give Council an outline of his ideas for progressing the Community Plan. Mr Yoxall stated that this should be initiated by the Council but with members of the community doing the work in a Steering Group. He advised that help with the administrative costs (up to £8,000) can be obtained as could specialist advice from Astrid Harvey at WODC. Mr Yoxall hoped that the Council would adopt his recommendation. A discussion followed.

Cllr P Redpath proposed that WTC should provide a meeting place free of charge for Mr Yoxall to hold a meeting, if he invited those people who are keen to be involved and advertised the meeting.

Cllr P Redpath asked Mr Yoxall if he could progress that without the endorsement of the Council other than it providing it with rooms as required. Mr Yoxall agreed that he could.

Motion proposed by Cllr P Redpath which was seconded by Cllr T Redpath:-

'That WTC endeavor to facilitate a meeting place for this group.'

VOTE: For: 10 Against: 1 Abstained: 0

RESOLVED: The motion was carried.

WTC28/18 PROPERTY MATTERS:

Cllr A Grant advised Council that the redecoration of the Mayor's Parlour was progressing well.

She referred to the list of work that she would like Council to consider within her property report.

Cllr A Grant also confirmed the Clerk had been told that the Corsican Pine tree within the car park of Woodstock Bowls and Tennis Club will be removed on Tuesday 15th May.

Cllr P Redpath proposed a motion which was seconded by Cllr T Redpath:-

That WTC write a letter to Woodstock Bowls and Tennis Club requesting them to please plant another tree in the place where the other one has been removed.

Cllr J Cooper expressed his view that Woodstock Bowls and Tennis Club should not be expected to pay for a replacement tree. Cllr F Collingwood indicated that it would be nice if WTC planted the tree themselves. Cllr P Redpath said that a 10ft tree would cost approximately £120. The Mayor proposed a compromise that WTC offer to pay half the cost of replacing the tree. Cllr P Redpath accepted the amendment to his motion.

That WTC write a letter to Woodstock Bowls and Tennis Club requesting them to please plant another tree in the place where the other one has been removed and WTC would be willing to pay half the cost.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

Cllr A Grant reported that the gutter clearing at the Town Hall and Community Centre had already been given the go-ahead by the Town Clerk as this work was deemed urgent and within her delegated authority. The blocked guttering was having a detrimental effect on both buildings.

Cllr F Collingwood said that the cost of clearing the gutters of the residential properties could come from the 'unspecified property repairs' budget.

Cllr F Collingwood proposed and was seconded by Cllr A Grant:-

That the quote from company B within the property report be accepted for the outstanding properties in Park Street and Market Street.

Cllr J Cooper requested assurance that the money will be recharged to the properties in Market Street on their full-repairing lease.

Cllr A Grant assured him that this would be brought to the attention of WTCs Property Agent.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

Cllr T Redpath proposed and seconded by Cllr J Cooper:-

That Cllr A Grant is permitted to investigate options and obtain quotes (working with the Property Agent) where applicable for all work listed in the property report.

RESOLVED: Council voted unanimously that the Clerk and Cllr A Grant should inform the Property Management Agent of this decision.

The meeting closed at 21.40hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th JUNE 2018
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr. S Parnes
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr M Parkinson
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: CCllr I Hudspeth (arrived at 8.15pm) and seventeen members of the public.

WTC29/18 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC30/18 DISCLOSURES OF INTEREST:

Cllr J Cooper **Item 9 Motions:** Personal interest as he is a member of Sustainable Woodstock.

Cllr J Cooper **Item 10 Planning:** Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr M Parkinson **Item 18 Update Paper – ‘Ideas For Exploration With Blenheim:** Personal interest as he is a nominated trustee of Woodstock Chapel Trustees.

Cllr M Parkinson **Item 19 Parking:** Personal interest as he is a nominated trustee of Woodstock Chapel Trustees.

Cllr E Poskitt **Item 9 Motions:** Personal interest as she is a member of Sustainable Woodstock.

Cllr E Poskitt **Item 10 Planning:** Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

Cllr E Poskitt **Item 19 Parking:** Personal interest as she is a District Councillor.

Cllr E Poskitt **Item 24 Guided Walks Of Woodstock** Personal interest as she is part of the group showing Churchill Friends around.

WTC31/18 PUBLIC PARTICIPATION SESSION:

- i) Alison Matthews spoke on behalf of the ‘Heart of Woodstock’ (HOW) a group of residents and business people who are particularly affected by traffic and parking issues in the centre of Woodstock. The group was established owing to the imposition

of parking enforcement which was introduced without consultation with, or consideration for, those most directly affected. The group focuses on residents who live and contribute to the local community and also have significant support amongst the business community. All share a commitment to Woodstock as a thriving town. Alison advised that HOW had already met with a number of key County and District Councillors such as Ian Hudspeth and Steve Goode, who now carries the Parking Portfolio for WODC.

HOW believe solutions to the parking and traffic issues need to be sought for the short, medium and long term - and those living and working in the Town Centre need to be seriously involved in identifying these. The group welcome the proposal that the Traffic Advisory Committee meet more frequently, and would like to see HOW represented on this Committee.

The current approach of inconsistency, ambiguity and uncertainty are of no comfort or use and Mrs Matthews confirmed that HOW are quite prepared to have their own professional representation and advice when it comes to considering longer term issues.

- ii) Jonathan Cooper-Bagnall spoke about parking in Woodstock advising that residents and businesses want the same outcomes. He felt that the impact of recent changes had been good and bad but a long term working solution is needed. He mentioned the possibility of introducing residents' parking using the established WODC scheme of exemption certificates which would be consistent with the free parking philosophy.

Jonathan said that a review of the time limits on the time restricted parking spaces is needed as there are 163 one hour spaces, which appears high given the number of local businesses that benefit from one hour parking and the public demand for longer periods. He gave an example of 'disc parking' as a low cost option to improve parking in Woodstock.

- iii) Mrs Jill Dunsmore addressed Council on the subject of Remembrance Sunday, noting that 11th November this year will be the 100th anniversary of the end of World War 1 and that it seems appropriate that a very special remembrance celebration should be held and asking who better than the Town Council as the elected leaders of the Community to lead the Community in the marking of this historic moment.

In Woodstock the Memorial is a gentle reminder of the sacrifice of those who fought and never returned having given their lives for their country. The community owes the young men and their families a debt of honour. Let this poignant Sunday, Sunday 11th, not go without Woodstock saying a special thank you to those who perished and to the local families who lost loved ones. The people of Woodstock would, she knows, feel it a privilege to offer sincere gratitude to those who gave their lives for our lives.

Mrs Dunsmore imagines that WTC may have something planned. However, if not she sincerely hopes consideration can be given to a community remembrance on Sunday 11th November as an acknowledgement that the sacrifice made by the young men of Woodstock be remembered with honour for the whole day or even weekend. Lest we forget.

WTC32/18 MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON 8th May 2018:

Cllr E Poskitt said that Cllr D Davies sent his apologies; but the Annual Meeting Agenda and Minutes make no reference to apologies for absence from the meeting. Therefore, the suggested amendment was not made.

WTC1/18 Cllr S Parnes requested that the word 'had' be replaced with 'considers'. Cllr T Redpath opposed the amendment as she used that word and it had been recorded within the minutes accurately. Cllr J Cooper queried whether Cllr S Parnes had a seconder for his proposed amendment. As there was no seconder The Mayor confirmed that the amendment would not be made.

Cllr S Parnes asked that it be noted that he does not support the accuracy of the minutes.

WTC33/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 8th May 2018:

WTC12/18 Replace the incorrect minute number 'WTC12/17' with 'WTC12/18'.

WTC14/18 Replace the second paragraph with 'Cllr S Parnes referred to the County Councillor's Parish Report which suggested that 'there would be a cost involved for the permits, which goes against the policy of WODC for free parking so there is a stalemate'. Cllr S Parnes noted email confirmation from WODC which confirmed that permit fees are different from parking charges and therefore have nothing to do with parking charges and therefore parking permits do not contradict the policy for free parking.'

WTC34/18 REPORT FROM THE TOWN CLERK:

Council approved the following requests contained within the Clerk's report:-

- The Rotary Club can be allowed the use of the Mayor's Parlour without charge on an annual basis for the Stroke Awareness Event regardless of who is appointed as Mayor.
- Note that the Mock Mayor event is being held on Saturday 21st July. As the water meadows are a public area permission from WTC to hold the Tug-of-War on the footpath is not required.
- Replace the two toddler & two junior swings at the Old Woodstock play area.
- Change to generic email addresses rather than personal users email addresses for all office staff
- The flag to be flown on the occasion of the Blenheim family weddings being held on 7th July and 8th September.
- Remove the padlocks and leave the 'flooding' signs at the water meadows accessible for use.

Cllr T Redpath requested that more detail as to what is actually required in relation to reviewing the Standing Orders be provided by the Clerk and the item taken forward to the July Meeting.

Cllr S Parnes said that as the Council's privacy policy had not been adopted by WTC it should be referred to as a 'tentative policy' until it has been ratified and approved by Council. The Mayor advised Cllr S Parnes that any Councillor could propose a differently worded policy for consideration.

The quote to upgrade the Causeway Zebra Crossing was noted. Cllr F Collingwood said that there was currently no provision within the budget for this and that it should be considered at a future Town Council Meeting.

As no Councillors volunteered to attend the OALC AGM on Monday 2 July 2018, WTC will not be represented.

WTC35/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr Hudspeth was received initially as he had not arrived at the meeting owing to his attendance at another meeting.

Cllr Hudspeth arrived at the end of the Planning agenda item and Councillors were asked if they had any questions for him.

Cllr Parnes asked about the resurfacing of Shipton Road and Cllr Hudspeth advised that it is scheduled to be completed in 2019.

Cllr Collingwood asked if in the meantime the pot holes would be repaired to which Cllr Hudspeth replied 'Yes'. He confirmed that any category one pot holes will be filled within 24 hours and all others within 28 days.

The District Councillors' report was received, without comment or questions raised.

WTC36/18 COMMUNICATIONS:

The Mayor reported that the Oxford Bus Museum (closely associated with Cllr F Collingwood) had been awarded The Queen's Award For Voluntary Service and he asked Council to extend warm congratulations for this local achievement.

He noted that The Rector, Canon Adrian Daffern is leaving after 8 years to take up an appointment at Great St Mary's University Church in Cambridge. He asked Council to extend to him their congratulations on his translation whilst also expressing their sorrow at his departure and their warm gratitude for the wit, warmth and wisdom he brought to Woodstock during his years of service to this community. The Mayor proposed to write to him.

RESOLVED: WTC unanimously agreed for The Mayor to write to Canon Daffern and convey Council's congratulations and warm wishes for the future.

The Mayor has been informed that His Grace The Duke of Marlborough's son George is due to be married in Woodstock this September and The Mayor would be grateful to receive suggestions from Councillors and anyone else as to whether and how Council should mark this significant event.

The Mayor's last communication was that the President of the United States is said to be going to visit Blenheim on about the 13th July and The Mayor has no plans to mark this event, but again would be glad to hear from Councillors or anyone else if they think any special steps should be taken.

WTC37/18 PARKING:

Cllr T Redpath gave a brief summary of her report which noted that a number of meetings had taken place in the last year with WODC, Cllr Hudspeth and WUTW where Woodstock parking

issues have been discussed. WODC have confirmed that they will conduct a full review with options that would be put out for consultation although to date there has been no indication of when this will take place.

Parking was discussed at the Annual Town Meeting and the majority of residents supported the view that some action was needed. A motion was proposed by a resident which was carried. Following that meeting WTC resolved to request some enforcement as a matter of urgency and to press for the promised "review" as soon as possible to which WODC responded by enforcing the one-hour restrictions. The enforcement has been well received by some businesses and residents but not by others.

Cllr T Redpath proposed the motion below which was seconded by Cllr A Grant:

- i) *WTC keep up the pressure on WODC to carry out the review with all speed,*
- ii) *contacts the Marlborough School regarding a survey as suggested below.*

The Mayor proposed that all parking motions be taken together. The Clerk advised that she had received an email from Cllr Hudspeth requesting that if he did not arrive at the meeting in time for the Motions he would like to make the points below:-

- (1) as the motion is worded it gives the District Council the opportunity to simply say 'no' as he is not aware of any temporary arrangement that could be put in place. He suggested an amendment to make the motion about providing residents permits as soon as possible.
- (2) as chairman of the Traffic Advisory Committee (TAC) he is in the process of arranging an additional meeting solely focused on parking in the centre with WODC attending.

The Clerk confirmed that an email had been received requesting that the additional TAC meeting be scheduled for Thursday 21st June 2108.

Cllr M Parkinson proposed the motion below which was seconded by Cllr S Parnes:-

- (i) *In relation to Parking and Traffic Matters, Woodstock Town Council resolves to formally ask the District Council to introduce temporary, experimental parking permits (1 per household) for residents within the centre of Woodstock until the parking review.*

Cllr M Parkinson provided an overview of the rationale for the above motion. The Mayor asked if he was willing to accept the amendment 'as soon as possible' proposed by Cllr I Hudspeth he said he was. Cllr S Parnes addressed the point that Cllr I Hudspeth raised in relation to the wording of the motion giving WODC the opportunity to say 'no'. He argued that rather than just saying 'no' WODC Officers would have to say 'why not'? He also indicated that even if Cllr I Hudspeth is not aware of any temporary arrangement, that does not mean WODC Officers are not aware. He had found online instances of similar arrangements. He also referred to the timeframe of 'as soon as possible' not being soon enough as it goes without saying that WTC would be requesting that 'as soon as possible' and therefore the amendment was not necessary.

The Mayor acknowledged that although taking two motions simultaneously was not what WTC should do normally but he stated that it made sense in this case because the two motions are closely connected.

Cllr P Redpath asked if it was known how many residents required a parking space and how many needed them during the daytime and or evening and also whether the proposal had been thoroughly thought through.

Cllr E Poskitt proposed that CClr I Hudspeth's amendment 'as soon as possible' be accepted which was seconded by Cllr T Redpath.

VOTE: For: 9 Against: 2 Abstaining: 0

RESOLVED: The amendment to the motion was carried.

The Mayor requested a vote on the amended motion.

- (i) *In relation to Parking and Traffic Matters, Woodstock Town Council Resolves to formally ask the District Council to introduce temporary, experimental parking permits (1 per household) for residents within the centre of Woodstock as soon as possible.*

VOTE: For: 9 Against: 0 Abstaining: 2

RESOLVED: The motion was carried.

Cllr M Parkinson proposed the motion below which was seconded by Cllr S Parnes:-

- (ii) *To ask the Traffic Advisory Committee to increase the Traffic Advisory Committee meetings by one per year so as to be more effective.*

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

The motion that Cllr T Redpath had proposed earlier which was seconded by Cllr A Grant was brought back for consideration and a decision:-

- i) *WTC keep up the pressure on WODC to carry out the review with all speed,*
ii) *and that The Clerk writes to the Marlborough School regarding a survey as suggested below.*

Cllr S Parnes stated that the continual suspension of the parking bays in Rectory Lane has had an impact on the availability of spaces. He said that there was a sign outside the site naming a specific organisation dealing with site issues and that there was a contact number that could be used by Councillors or members of the public to submit their concerns.

Cllr E Poskitt said that she had been contacted by Steve Goode the WODC Cabinet Member for parking and had had a long conversation about the parking situation in Woodstock. She confirmed that he had also recently met with HOW. So she felt that keeping

the pressure on does seem to have some impact.

Cllr T Redpath expanded on the proposal for the survey. She explained that the whole purpose of identifying people parking and using the bus was because Blenheim were going to try and use some influence to see if they could have at least a temporary Park and Ride facility by the airport.

The Mayor called for a vote.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

The following motion proposed by The Mayor and seconded by Cllr E Poskitt:-

The council notes these exchanges and approves engagement with WODC to progress consideration of parking restrictions in Woodstock in accordance with council policies and in collaboration with our district councillors.

Cllr S Parnes proposed the following amendment to the motion:-

The Council notes these exchanges and approves engagement with WODC to progress consideration of parking restrictions in Woodstock in accordance with council policies including the Town Council's reaffirmed policy of opposition to car parking charges on public spaces as per minute WTC129/17 of 10th October 2017 and in collaboration with our district councillors.

The Mayor responded that he did not think there could be any ambiguity, the reference to Council in a Council motion means this Council and Council policy means whatever WTC minutes show to be council policies which include the one mentioned and many others. The Mayor felt there was no need for an amendment but if Cllr S Parnes wanted to put it to a vote then it would be.

The Mayor asked if the amendment was seconded. Cllr J Cooper confirmed himself as seconder.

A vote was taken on the proposed amendment to the motion.

VOTE: For: 9 Against: 2 Abstaining: 0

RESOLVED: The amendment to the motion was carried.

The Mayor requested a vote on the amended motion.

The Council notes these exchanges and approves engagement with WODC to progress consideration of parking restrictions in Woodstock in accordance with Council policies including the Town Council's reaffirmed policy of opposition to car parking charges on public spaces as per minute WTC129/17 of 10th October 2017 and in collaboration with our district councillors.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

WTC38/18 QUESTIONS

No questions were presented to Council.

WTC39/18 MOTIONS PRESENTED TO THE COUNCIL:

Cllr E Poskitt proposed the following motion which was seconded by Cllr M Parkinson:-

WTC resolves:

To encourage and support action towards making Woodstock a single-use plastic free town by

- a) *Promoting the work of Sustainable Woodstock and others aimed at reducing the presence of single-use plastic in the town*
- b) *Leading by example through removing single-use plastic within WTC premises when practical*
- c) *Naming a WTC member to represent the Council on the single-use plastic free town steering group currently being developed.*

Cllr Poskitt agreed to be the WTC member on the Steering Group if the motion was carried.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

Cllr A Grant proposed the following motion which was seconded by Cllr T Redpath:-

WTC agrees that the Assembly Room must remain available for a Mayor's Reception following the annual Remembrance Sunday service and parade.

To enable this, WTC resolves that in 2019 and following years, availability of the Assembly Room be removed for any other daytime bookings.

She explained that the reason she has asked for this is due to the booking clash that has arisen this year.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

Cllr S Parnes asked if The Mayor would prefer to take Agenda Item 27 and the motion in that, as the motion related to some of those issues. Council did not agree.

WTC40/18 PLANNING:

Council considered the following applications:

- a) Ref: APPLICATION NO: 18/01164/FUL 36 Shipton Road, Woodstock
Erection of new dwelling with associated works and car parking. Repositioning of existing vehicular access from Shipton Road.

RESOLVED: WTC have no objection to the application but would like attention be paid to the Ecology requirements in the report and also to express their concern that access is close to where the road bends.

- b) Ref: APPLICATION NO: 18/01301/HHD Coach House, Woodstock House, Rectory Lane
Alterations to include new carved inscriptions onto stone centre voussoir over three floor windows and central door to Coach House and retention of window on North elevation.

RESOLVED: WTC have no objection to the application but would like express their continue concerns that the timescale of the work which has been extended is affecting the already dense parking problems in the centre of Woodstock whilst the parking bays are unavailable

- c) Ref: APPLICATION NO: 18/01302/LBC Coach House, Woodstock House, Rectory Lane
Alterations to include new carved inscriptions onto stone centre voussoir over three floor windows and central door to Coach House and retention of window on North elevation.

RESOLVED: WTC have no objection to the application but would like express their continue concerns that the timescale of the work which has been extended is affecting the already dense parking problems in the centre of Woodstock whilst the parking bays are unavailable

- d) Ref: APPLICATION NO: 18/01165/ADV 16 Oxford Street, Woodstock
Erection of one non-illuminated hanging sign.

RESOLVED: WTC have no objection to this application

- e) Ref: APPLICATION NO: 18/01320/HHD 20 Cadogan Park, Woodstock
Demolition of existing garage, porch and single storey rear extension. Construction of single and two storey extensions to both front and rear of elevations to include Juliette balcony to rear bedroom. Widening of existing access.

RESOLVED: WTC object to this application in line with the concerns raised by the neighbouring residents regarding the close proximity of the extension to the boundary and the window overlooking the neighbouring property.

- f) Ref: APPLICATION NO: 18/01557/LBC 43 Oxford Street, Woodstock
Internal alterations

RESOLVED: WTC have no objection to the application.

- g) Oxfordshire County Council Planning Ref MW.0046 Shipton Limited, Shipton-on-Cherwell Quarry, Bunkers Hill, Shipton-on-Cherwell, OX5 3BA (enclosed).
Proposed extraction of mineral and restoration by infilling with imported inert materials

to agriculture on land to the south east of Shipton on Cherwell Quarry at Shipton-on-Cherwell Quarry.

RESOLVED: WTC have no comment on this application.

WTC41/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – APRIL 2018

The report was received, Cllr E Poskitt queried why there are no funds in the Barclays Business Reserves account and whether there was a more recent statement date than 31/05/2015 which is show on the Bank Reconciliation Statement. Cllr F Collingwood advised that all funds are being held in the Barclays Business Current account and that as there are no funds in the reserve account a more up to date statement has not been received.

RESOLVED: The payments totalling £22,680.made in the month of May 2018 were approved.

RESOLVED: The Bank Reconciliation Statements for May 2018 were noted.

RESOLVED: The summary and detailed income & expenditure statements for May 2018 were noted without comment.

Cllr F Collingwood advised that a lot of hard work had been put into preparing the annual statement of accounts by the Finance Assistant which he recommended Council should acknowledge. Council unanimously agreed. Cllr F Collingwood proposed that Council approve the Annual Governance Statement.

RESOLVED: Council approved the Annual Governance Statement for the year ended 31 March 2018, the Accounting statements for the year ended 31 March 2018, the Consolidated Bank statement for year ended 31 March 2018 and the internal auditor's report and invoice for payment.

RESOLVED: Council received and noted the Annual statement of Accounts for year ended 31March 2018, the slippage report for the year ended 31 March 2018 – Actual v Budget, the Significant variances report for year ended 31 March 2018 - Actual v last year and that the Period of Exercise of Public Rights will commence on 2nd July 2018 for 30 days.

Community Centre Finances

Cllr F Collingwood presented his report which did not contain any recommendations. The regular monthly figures do not separate the commercial lettings at the Community Centre from the results from the Assembly room. He proposed the following motion which was seconded by The Mayor:-

WTC notes the report, and should approaches the Rating Authority to apply for a reduction in the rateable value in view of the increased competition from new and upgraded competition, and appoints a working party with the objective of reducing the deficit in future.

Cllr A Grant suggested that the Town Hall does not do very well either and asked for the same report on the Town Hall finances which The Mayor asked to be presented at the July meeting.

The Mayor requested a vote.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

WTC42/18 COUNCILLORS' AREAS OF INTEREST:

Within his report Cllr F Collingwood asked for Council to confirm the list which proposed Councillors to support twelve projects in 2018/2019.

Cllr U Parkinson queried whether Cllr D Davies had been proposed as the Councillor to support the Christmas Lights but he was not on the Christmas Lights Working Group according to the list she had. Cllr A Grant said that there was no working party (it had been deferred) as nobody had volunteered. She added that when The Clerk approached her about the new Christmas Lights she suggested inviting The Mayor, Cllr F Collingwood, herself to be involved in any developments.

Cllr A Grant raised two problems that she had with the list. The first was that after agreeing to support the Lawn Cemetery Extension project she has found herself supporting all 'cemetery/war graves' related projects. Secondly, despite being Council Member for Property she had not been asked to support the Town Hall boiler project. As she said at the last meeting WTC does not need a new boiler at the moment. The present one has been serviced regularly. She further asked 'why had Cllr F Collingwood put himself down to support the Church Clock project when the budget money goes directly to servicing/maintaining it each year'. Cllr F Collingwood advised that his proposal arose from the way the Budget is made up.

Cllr A Grant said that the potential cost of the Cemetery Extension would not be anywhere near as much as the amount that had been allocated in the budget, she warned that a proper plan may need to be drawn up and submitted. The Mayor requested that Cllr A Grant and Cllr F Collingwood discuss the matter further outside of the meeting and bring it back to the next meeting.

Cllr T Redpath felt that the Cemetery Extension project could not wait until the next meeting and suggested that Cllr A Grant be allowed to get on with progressing the project. Council agreed to the suggestion.

Cllr M Parkinson suggested that as both he and Cllr D Davies were still fairly new to Council it would be a better idea if they both worked together on the three projects (Christmas Lights, Computers and Increasing WTC Lettings)? Cllr F Collingwood agreed to his suggestion.

Cllr P Redpath questioned the amount of money allocated in the budget for the removal of the poplar trees in the water meadows. It was confirmed that until quotes have been received this amount is a best estimate and may need to be adjusted accordingly.

Cllr A Grant raised the matter of the boiler again and suggested that the money is left in the budget as a contingency amount but she did not think it need be spent at the moment. Cllr F Collingwood questioned whether the boiler had been regularly serviced. The Clerk confirmed that she had received via email a copy of the most recent service certificate. Cllr E Poskitt advised that the longevity of the boiler was questioned 5/6 years ago.

Cllr F Collingwood proposed that an independent person should look at the boiler and talk to the staff and find out the actual situation. The Mayor advised him to let Council take note of

that part of the discussion and hope for a further report in due course on the boiler question.

The Mayor confirmed that Council had approved the amendments and Cllr F Collingwood's report.

WTC43/18 110 LEGACY PROJECT:

Cllr J Cooper proposed that WTC endorse the 110 Legacy Project and the recommendations made within his circulated email which was seconded by The Mayor.

RESOLVED: WTC unanimously agreed to endorse the 110 Legacy project.

WTC44/18 TOWN COUNCIL EMAIL ADDRESSES FOR COUNCILLORS:

Cllr S Parnes gave a brief summary as to the benefit in relation to security, data protection and privacy of Councillors having designated Council email addresses. This, he said, was recommended within the previous Internal Auditors report and is a safety net for both Council and members.

Cllr S Parnes proposed the following motions which were seconded by Cllr M Parkinson:-

1. *Allocation of Council email addresses, immediately, to all Council Members for exclusive communication to Members by the Town Hall on matters of official Council business;*
2. *All Council email addresses – of Members and Staff – should contain a suitable privacy notice in the 'footer';*
3. *A Council briefing / training session at the Town Hall – for Members and Town Hall staff - expressly on the topics of Data Protection, Privacy Rights, and related on online information security issues;*
4. *An Application to the Office Information Commissioner for a free-of-charge 'Voluntary Audit' (in order that the Town Council can have authoritative guidance on the Data Protection / GDPR –related processes and structures which it has or should be aspiring to develop).*

Cllr F Collingwood requested that if the allocation of Council email addresses is agreed that the implementation of it be deferred until after the review of the IT supplier has been completed. He advised the review had been delayed due to the Councillor in charge of finance and Finance Assistant being very busy preparing the annual accounts for the audit and that has meant the progress of the review of the supplier has been delayed.

Cllr A Grant noted that p8 of the auditor's report recommended email addresses for Councillors and it is understood the previous auditor made a similar suggestion.

Cllr E Poskitt proposed to remove the word 'immediately' from the first motion and replace it with 'as soon as practical'. Cllr S Parnes did not accept it. Cllr F Collingwood made a counter proposal to remove the word 'immediately' from the first motion and add 'but it will come back to Council in September'.

Cllr E Poskitt commented that if the allocation of council email addresses is agreed in principle,

surely the whole procedure can go ahead without having to have another decision when it is sorted out. Cllr F Collingwood confirmed that he was putting pressure on himself to progress the review of the IT supplier before September. Cllr S Parnes advised that Council may be able to secure a discount from a provider if they were supporting a larger quantity of email addresses. He was sure that the email services would be easily transferable to another provider at any time and said that there may be an equally secure domain that maybe cheaper than the gov.uk suffix which could be allocated to members.

Cllr S Parnes indicated that in terms of timing, every day that a potential problem can occur is another risk and the cost is a small price to pay compared to the potential problems that might arise if something unforeseen happens. Once the new arrangements have been set up Council can explore other ways to mitigate the costs by finding other alternatives.

Cllr S Parnes also noted that at the social media training he, Cllr M Parkinson and the Town Clerk recently attended, it was mentioned that it can sometimes be very difficult for people and local authorities and official or non-official recipients of emails to distinguish between when a Councillor is communicating with their Councillor hat on or when they are not. Having Council email addresses should eliminate that confusion in all cases.

A vote was taken on the proposed amendment to the first motion.

1. *Allocation of Council email addresses, to all Council Members for exclusive communication to Members by the Town Hall on matters of official Council business; will come back to the September meeting'.*

VOTE: For: 5 Against: 6 Abstaining: 0

RESOLVED: The amendment to the motion fell.

The Mayor requested a vote on the original motions as on the paper. Cllr S Parnes requested a named vote:

VOTE: For: 7 Cllrs J Cooper, E Poskitt, U Parkinson, S Parnes, M Parkinson, T Redpath, & A Grant
Against: 1 Cllrs F Collingwood
Abstaining: 3 Cllrs P Redpath, S Rasch & P Jay

RESOLVED: The motions were carried.

Cllr J Cooper wanted Council to thank Cllr S Parnes for work he put into putting the paper together. The Mayor thanked Cllr S Parnes on behalf of Council.

WTC45/18 APPOINTMENT OF PROFESSIONAL BODIES:

The report submitted by Cllr A Grant provided background information on the current HR and Health & Safety provider and asked whether Council were receiving best value and service.

Cllr A Grant proposed the following motion which was seconded by Cllr P Redpath:-

Council to discontinue its relationship with Ellis Whittam.

The Mayor requested a vote.

VOTE: For: 7 Against: 3 Abstaining: 1

RESOLVED: The motion was carried. The Clerk will write to the current provider to terminate the contract within the required notice period.

Cllr T Redpath proposed the following motion which was seconded by Cllr P Redpath:-

that the Town Clerk and the Deputy Mayor look more closely at the other options and come back to the July meeting with their recommendations.

The Mayor requested a vote.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC46/18 DEVELOPMENT:

Cllr T Redpath distributed two papers, the first was to provide an update on the resolution passed at the April meeting to investigate collaborating with the Begbroke and Yarnton Group (BYG). to oppose the Cherwell Local Plan – Oxford Unmet Need. She reported that she had met with Giles Lewis from the BYG and he had confirmed that the various groups affected by the Cherwell Local Plan including BYG, Kidlington, Gosford, and people bordering Cutteslowe Park and North Oxford Golf Club are trying to form a collaborative group against the Oxford “unmet need” proposals. They are having an inaugural meeting in the next week to agree: their aims and objectives; a constitution; a name; and to elect officers.

Cllr T Redpath confirmed BYG and the others are willing and keen to have Woodstock’s involvement but the suggestion is that it needs to be via an action group rather than WTC.

She advised that the Examination in Public which had been expected in May or June has been deferred until after a preliminary one day hearing which the Inspector proposes sometime in September. She is following this up with the programme officer to ensure that WTC is kept up to date with all timings.

The collaborative group will be looking at transport and the green belt, whereas WTC have a particular issue over heritage and will need to pursue that individually. Transport remains a common cause.

Cllr T Redpath confirmed that she had spoken to Bob Hindhaugh. He would be willing to work with the BYG consultant. As WTC had paid for the transport report she wanted to check that WTC are happy for it to be shared. She also agreed in principle to support association with the action group collaborative and work out how to make it effective.

If they are successful, the collaborative wish to challenge the legal soundness of the requirement for the Oxford Unmet Need to be passed on to Cherwell.

Cllr T Redpath proposed the following motions which were seconded by The Mayor:

- 1/ *WTC in principal supports association with the action group collaborative and works out an arrangement to enable this to happen; and*
- 2/ *WTC agrees to the shared use of the Bob Hindhaugh traffic and transport assessment.*

The Mayor thanked Cllr T Redpath for producing such a helpful report and asked if there was any debate.

Cllr S Parnes advised that he was not against the proposal but stated that there was unfinished business to be completed, in that on the 21st May the District Council approved the 300 houses on the Woodstock East site. He referred to the Council resolution from the January meeting to ask our adviser on the merit of judicial review, taking into account the ICOMOS letter and prospects of crowd funding. At that time the adviser responded to confirm that if the question was posed once the planning decision had been made and permission was granted then he would charge the Council to provide an answer to that question. Cllr S Parnes drew attention to the report in the local press saying that Council were looking at Judicial Review.

Cllr S Parnes requested the Council obtain a summary of the professional evaluation as to whether the Council have prospects or not and why. He felt having this information would put Council in a much more informed position for future applications if Council knew whether a decision was proper or improper. The Mayor asked Cllr S Parnes to clarify whose professional opinion Council would be seeking. Cllr S Parnes confirmed that it would be Mr Nicholas Kingsley-Smith.

Cllr E Poskitt advised that work had already commenced on the Woodstock East site.

Cllr F Collingwood thought that if the action group are arguing that there should not be houses built on the Green Belt, WTC should withdraw. If Cherwell do not build on the Green Belt, development would definitely come Woodstock's way.

Cllr S Parnes confirmed that it was considered by both Cherwell and WODC that once the Woodstock East decision was made there would be a linear link and it would be harder to oppose or object to the Cherwell site

Cllr J Cooper stated that a very effective campaign had been run by Oxford City Council which had persuaded all the rural districts that there is no area in the city currently available for significant development. He questioned the reason given for building on North Oxford Golf Course rather than Oxford City Golf Course namely that the landowners of the City Club would not release the land. He could find no member or officer of WODC who had contested it. He felt WTC should be making representations that the Oxford Unmet Need is not fully proven as there are areas of land in the city that he can see could be used for housing.

Cllr T Redpath summing up said that although the B&Y group did start off with the campaign that the development should not be on the green belt, they are now moving away from that and are looking at the legal aspects of the development, particularly in relation to the transport element and the real housing need. She reiterated the point that what the group are trying to do affects WTC as much as them and also confirmed that the group were advised by CPRE that there was strength in people working together rather than in isolation.

The Mayor requested a vote on the motion proposed by Cllr T Redpath which was seconded by himself:

- 1/ *WTC in principle supports association with the action group collaborative and works out an arrangement to enable this to happen; and*
- 2/ *WTC agrees to the shared use of the Bob Hindhaugh traffic and transport assessment.*

VOTE: For: 9 Against: 0 Abstaining: 2

RESOLVED: That the motion was carried.

Cllr J Cooper observed that there was a real dilemma as to whether Council should attempt to get a Judicial Review on the decision notice or await the full inspectors report, adding that there were pluses and minuses to both courses of action. He expressed his surprise that a decision notice had been issued before a full report.

Cllr P Redpath raised the issue of resources and time. He indicated that Council are running out of time and he felt that there are far bigger threats from the Cherwell Local Plan than the 300 houses on the WODC part of the Woodstock East site. He also advised that there has been talk of changing the boundary so that the 500 houses are incorporated in West Oxfordshire.

Cllr T Redpath expressed concern at the potential cost of seeking advice on the Woodstock East site decision and also wondered what real chance WTC would have, as councils have made that threat previously to WODC. She felt that if challenged WODC would be able to put up a pretty strong case. She concluded that WTC have to accept that they have lost on that one and concentrate on the other grounds for objection..

Cllr S Parnes summed up by saying that the fact that the consent was issued before the Inspector's final decision may be the key to Judicial Review. He repeated his view that even if there is no merit in Judicial Review, there could be value in obtaining Nicholas Kingsley-Smith's opinion, which would assist understanding of how judicial review could help WTC with future action. WTC had taken money from residents and should follow the process through.

The Mayor requested a vote on Cllr S Parnes' motion

that WTC take counsel from Mr Nicolas Kingsley-Smith.

Cllr S Parnes requested a named vote.

VOTE:

For:	4	Cllrs M Parkinson, S Parnes, J Cooper & U Parkinson
Against:	4	Cllrs F Collingwood, P Redpath; S Rasch & E Poskitt
Abstaining:	3	Cllrs T Redpath, A Grant & P Jay

As the vote was tied The Mayor used his casting vote against the motion.

RESOLVED: The motion fell.

WTC47/18 JOINT COMMITTEE FOR TOWN/PALACE DIALOGUE MEETING

The draft minutes from the meeting held on Monday 21st May 2018 were noted

WTC48/18 UPDATE OF PAPER - 'IDEAS FOR EXPLORATION WITH BLENHEIM':

The Mayor proposed the following motion (contained within the paper) which was seconded by Cllr J Cooper:-

“That the Questions listed be as appropriate either raised and discussed with Blenheim in the JCTPD or further investigated by a newly created Working Group on Town Strategy under SO 18 with terms of reference to investigate the questions and to report its conclusions to council, its membership to be set by council at its 12 June meeting”.

Cllr E Poskitt asked if Council really needed another working group on Town Strategy as she did not feel that it is for WTC to initiate a group starting up but rather to facilitate. Cllr A Grant recalled that at the May meeting Council agreed to facilitate a meeting place for Mr B Yoxall and other members of the Community Plan working group when established.

The Mayor argued that it would be negligent if Council made no serious attempt, in consultation with others, to think about the long and medium-term future of the town.

Cllr T Redpath said that many of the questions did not relate to Blenheim. The Mayor confirmed that those would be dealt with by the working party.

The Mayor proceeded to work through the question headings and vote on them accordingly.

1) TOURISM ACTION

VOTE: For: 4 Against: 5

RESOLVED: That the question would be deleted from the list.

2) CAR PARKING

VOTE: For: 9

RESOLVED: That the question would remain on the list.

3) EDUCATION

VOTE: For: 3 Against: 8

RESOLVED: That the question would be deleted from the list.

4) HEALTH CENTRE

VOTE: For: 4 Against: 4

As the vote was tied the Mayor advised the status quo decision leaves it out.

RESOLVED: That the questions would be deleted from the list.

5) OTHER COMMUNITY FACILITIES

VOTE: For: 7 Against: 0

RESOLVED: That the question would remain on the list.

6) LEISURE & RECREATION

VOTE: For: 3 Against: 5

RESOLVED: That the questions would be deleted from the list.

7) TRANSPORT/HIGHWAYS

VOTE: For: 7 Against: 1

RESOLVED: That the question would remain on the list.

The Mayor requested a vote whether the Blenheim discussion items in the motion should be approved.

VOTE: For: 9 Against: 1

RESOLVED: That the Blenheim discussion items in the motion should remain on the list for future action.

The Mayor requested a vote on whether the working party should be set up.

VOTE: For: 4 Against: 6

RESOLVED: That there would be no working party.

WTC49/18 CONTINGENCY PLANNING:

This item was deleted from the agenda as it had been added in error.

WTC50/18 CIVIC RECEPTION:

The Mayor explained that the proposed reception would be part of the town's observance of the centenary of the 1918 armistice. As there would be a cost to the council of £200, after crediting a donation of £100, he wished the Council to bless it formally. Cllr E Poskitt expressed concern that there are so many other things going on that weekend which may result in low attendance at the reception.

The Mayor request a vote on the proposal for the civic reception as outlined in the paper.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: That the civic reception is approved.

WTC51/18 WOODSTOCK POETRY FESTIVAL BOOKING:

Cllr A Grant provided an overview of the background details as to how the booking clashing with the Poetry Festival arose and the proposal she put forward at a meeting with The Mayor, Rachel Phipps, Cllr J Cooper and Mr B Yoxall to reach a compromise which was not accepted by Rachel Phipps.

The Mayor had a different perception of the outcome of the meeting and in his report stated that an arrangement has been devised, whereby the Poetry Festival would have use of the rooms from 3pm and Rachel Phipps and her helpers could have access to the main room from 2.30pm to arrange seating etc. The Town Hall team led by the Deputy Mayor would be clear of the kitchen by 3pm.

Cllr M Parkinson indicated that if the Remembrance Sunday Reception was booked first then it should not be able to be pushed out, as bookings should be on a first come first served basis.

Cllr E Poskitt thought that the onus was on Councillors to ensure that the room is cleared up quickly after the reception to allow Rachel Phipps to get in and set up.

Cllr T Redpath felt strongly that Rachel Phipps should design the Poetry Festival program to fit in the two sessions in the time available. She expressed support of the comment Cllr M Parkinson made earlier.

Cllr J Cooper referred to paragraph 8 of Cllr A Grant's report '*This turned out to be a particularly unpleasant meeting, with little respect for those that died in both world wars and other conflicts*'. He asked for it to be recorded that if disrespect was shown that it was not intended. He also commented that as the Poetry Festival gave vibrancy to the town he would vote to facilitate the event. He also offered to lend his time to tidy up.

Cllr A Grant confirmed that a suggested compromise was not reached and would need to be presented to Council and therefore, proposed the following motion which was seconded by Cllr P Redpath:-

*WTC agrees that:
The Assembly room will be in use until 3pm by WTC for the occasion of the
Remembrance Reception and thereafter be available for the Poetry Festival Event.*

The Mayor requested a vote.

VOTE: For: 7 Against: 4 Abstaining: 0

RESOLVED: The motion was carried.

WTC52/18 COMMUNICATIONS WORKING GROUP:

The minutes of the Communications Working Group meeting held on Wednesday 30th May 2018 were noted without comment.

WTC53/18 GUIDED WALKS OF WOODSTOCK : CHURCHILL PARTNERS - CANCER RESEARCH UK:

The request to use the Assembly Room without charge for the above event was considered by Council and agreed.

WTC54/18 OXFORD AIRPORT CONSULTATIVE COMMITTEE MEETING MAY 16TH

Cllr S Parnes added a note that the airspace consultation is over and the committee have looked at all the submissions and is trying to refine a revised proposal to accommodate concerns that had been submitted.

The report from Cllr S Parnes was noted without comment.

WTC55/18 OALC SOCIAL MEDIA TRAINING:

This item has been deferred until the July meeting to allow Cllr S Parnes to submit his report.

WTC56/18 FLAG FLYING FOR ARMED FORCES DAY

Cllr S Parnes informed Council that since submitting his paper it has transpired that the Soldiers Of Oxfordshire (SOFO) will be holding an event on the 24th June that invites families of service people to visit their display on site. He felt it would be nice if they were walking through the town for them to see the flag being flown. He also confirmed that Witney had flown a similar flag in 2016, which gave an idea of how it might look.

Cllr S Parnes proposed the following motion as taken from his report which was seconded by Cllr P Redpath:-

Woodstock Town Council RESOLVES: The Town Council shall procure an Armed Forces Day flag (which costs less than £10 including delivery) to fly over the Town Hall for one week from 25th June 2018 and then annually for the same occasion, in support of the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets. This, in respect to the UK Armed Forces for their role in defending the UK and its interests, including their work around the world, promoting peace, delivering aid, tackling drug smugglers, providing security and fighting terrorism – all of which ultimately benefit – and sometimes involve - people of our Community. Additionally, on every occasion when a flag is flown over the Town Hall, the Council shall endeavour to post explanatory notice on a Town Hall window with information as to the occasion.

RESOLVED: Council agreed unanimously and the motion was carried.

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC57/18 PROPERTY MATTERS:

Cllr A Grant reminded Councillors that the July meeting would be held at the Community Centre due to the refurbishment of the Mayor's Parlour. She also mentioned that Katie Leppard had suggested changing the signage for the rooms/offices let at the Community Centre and branding them so they are consistent.

Cllr A Grant reported that the front of 24 Market Street and the window above had been painted white and were not in keeping with the rest of the Town Hall external decor which was cream. She had contacted Breckon and Breckon and asked them to check the tenant's lease.

CLLr A Grant said that in view of the costs Breckon & Breckon would obtain quotes for the front rear and side windows at the Community Centre separately. She advised that Katie Leppard had received one quote for the upstairs windows at the Community Centre and was expecting to receive another at the end of the week. Further details of these will , it is hoped, follow which the Mayor confirmed would be noted.

WTC58/18 MINUTES OF STAFFING PANEL MEETING HELD ON MONDAY 11th JUNE:

The Clerk advised that the minutes from the meeting had not been written up. Council were therefore, asked to approve the recommendations from the meeting as proposed by the Chair, CLLr U Parkinson:-

1. to continue using current staff contracts drawn up by Ellis Whittam. Future contracts may be drawn up by WTC HR advisor Bethan Osborne in line with the Town Clerk's contract.
2. to continue the Town Clerk's temporary 3 months' increase of 5 hours per week if justified by the Clerk's workload.
3. to increase the Deputy Caretaker's salary to the level of the NALC salary scale in line with the other members of staff.
4. to pay staff for the time spent on Ellis Witham E-Learning courses (as directed by the Clerk). It is recommended that the Deputy Caretaker attend a course for fire officers and first aiders (the Clerk to advise).
5. to add handyman's jobs to the Deputy Caretaker's duties as appropriate (Clerk to check with insurance company).
6. to advise staff that during the Town Clerk's annual leave the Mayor is the first point of contact in case of problems and other Town Councillors, as appropriate, for practical help.

The Mayor proposed that as these matters had been fully discussed by the Staffing Panel, Council should confirm those decisions.

RESOLVED: As no discussion followed items 1-6 were approved.

The meeting closed at 21.40hrs

Signed

Dated

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 10th JULY 2018
IN WOODSTOCK COMMUNITY CENTRE, NEW ROAD, WOODSTOCK.**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr. S Parnes
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr M Parkinson
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: CCllr I Hudspeth and one member of the public Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

WTC59/18 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC60/18 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr E Poskitt

Item 10 Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

WTC61/18 PUBLIC PARTICIPATION SESSION:

None

WTC62/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 12th JUNE 2018:

Cllr S Parnes commented that the minutes were very accurate and it was pleasing to see a balance reflecting the essence and detail of the June meeting. There were no amendments and the minutes were agreed.

WTC63/18 REPORT FROM THE TOWN CLERK:

Council briefly discussed the request for a fourth memorial bench in the Lawn Cemetery. The Council Policy regarding the placement of memorial seats was referred to and it states three maximum. Other requests received in previous years had been refused.

A vote was taken.

VOTE: For: 0 Against: 9 Abstaining: 2

RESOLVED: Council did not agree to the request.

Cllr S Parnes requested an update from The Clerk on the progress of the Council email addresses for Councillors. The Clerk confirmed that the current IT supplier had offered a discounted rate for hosting the additional mailboxes which she is in the process of accepting.

The content of the other items within the report were noted.

WTC64/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received.

Cllr F Collingwood sympathised with Cllr I Hudspeth over his experience of being bitten by a dog whilst delivering leaflets, as he had also been bitten whilst doing the same job. Several other Councillors confirmed that they had experienced dog bites in the past when delivering Council material.

Cllr F Collingwood suggested that there was a problem that needed addressing and proposed that:-

WTC publicise that all dog owners should have a letter box attached to their wall rather than a letter box in their door.

Cllr S Rasch seconded the proposal

The Mayor asked who would send out the publicity? Cllr F Collingwood replied that WTC should prepare a draft to be published on the Notice boards, on the Council's website. Cllr E Poskitt suggested including it in the next issue of the Council's Newsletter.

Cllr T Redpath although agreeing that publicising the problem was a good idea, she suggested.

that all dog owners put up a notice alerting people if there is a danger.

Council agreed that the two suggestions were good ideas and a vote was taken:-

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: Council agreed for a notice to be drafted and published on the Noticeboards, Council Website and in the next issue of the Council Newsletter.

Cllr A Grant asked Cllr I Hudspeth if there was any progress on the designated motor cycle parking bays as this would free up more parking spaces. Cllr I Hudspeth replied that they would be considered within the overall review of parking in Woodstock.

Cllr S Parnes asked about the two additional TAC members. Cllr I Hudspeth confirmed that these were the two members of the Heart of Woodstock (HOW) group. He also said that he had arranged a meeting with Cllr Steve Good separately and was awaiting a response from WODC to confirm a date for the main meeting.

Cllr S Parnes also asked if OCC had any plans to mark the visit of President Trump. Cllr I Hudspeth replied that the County Council is not marking it in any way at all.

Cllr Cooper referred to the Shared Service Arrangement between Oxfordshire County Council and Cherwell District Council. He asked how many candidates were interviewed for the post of joint Chief Executive and what the redundancy package was for the present Chief Executive.

CCLr I Hudspeth confirmed that the redundancy package was £150,000 the amount to which he was entitled as he had served the County Council for 29 years. He said that there had been one candidate.

The Mayor asked how he could be redundant if someone else is being appointed to his job.

CCLr I Hudspeth explained that the position is now a joint post with Cherwell District Council.

Cllr P Redpath asked if CCLr I Hudspeth could foresee the restricted use of motor vehicles in Oxford.

CCLr I Hudspeth replied 'yes' as OCC were looking towards a zero emissions zone in the centre of Oxford which would mean a reduction in vehicles as they would have to be zero emissions or be electric.

Cllr P Redpath asked if this would be imposed through charges.

CCLr I Hudspeth said that OCC were looking at how it could get to a zero emission zone in the centre of Oxford which might be by levying charges or by congestion charging.

The District Councillors' report was received, without comment or questions raised. Cllr J Cooper reported that there would be a further slight delay to the Local Plan owing to a court case in the European Court of Justice where there is a challenge to the interpretation of the habitat directive which would therefore remain out for consultation for a further month.

WTC65/18 COMMUNICATIONS:

President Trump Visit: The Mayor said that he had said at the last council meeting that he had no plans to mark the event, because he had none. Since then he has been briefed that a short visit on 13 July was expected. It would take place entirely within the precincts of Blenheim. There would be a private dinner. Thames Valley Police would be visible in the town in substantial numbers and would be responsible for public order. The visit is to Blenheim, not to Woodstock; and he saw no need for the town to take any steps about it, whether of welcome or otherwise. Individual citizens could of course make their own decisions as to where the line between good manners and free speech should be drawn;

Blandford Wedding on 8 September: The Mayor had been told that Blenheim had applied for a road closure from the Town Square to Woodstock Gate from 0900 until 1400. The wedding was at 1200. So Blenheim expected the 300 guests to arrive from 1100, to park in Hensington car park and to buggy or walk to the church. Blenheim were arranging a brass band to be playing on the Town Square and for Bladon and Woodstock primary school children to come and wave flags as the couple leave the church. Blenheim are then taking the children to the Pleasure Gardens for some games and a picnic. There were 500 flags for the children and well-wishers to wave. The park would be closed to visitors that day, but Blenheim obviously would not chase away the early walkers obviously and the rights of way would remain open. – He asked at the last meeting what the council should do to mark the event but had received no suggestions. He therefore intended in the spirit of neighbourly good will to send to the

palace a message to the young couple of best wishes for a joyful wedding and a long and happy life;

A flag would be flown on the Town Hall on this occasion.

The Mayor confirmed that he had written as authorised by the council to Canon Adrian Daffern and his wife, as follows “you brought warmth, wit and wisdom to your role in this community; and the community loved you for it. We are sorry, very sorry, you have to go; but we do not grudge Cambridge the good fortune which their good sense has earned them. We hope you both will be very happy there. Take warm clothes!”

The Mayor had heard from Blenheim that “aside from the first day, there has been zero take up of the Barclays Bank service opening in the old estate office every Friday”. He had been asked whether we had any ideas whether and how to improve take-up of this experimental facility.

Finally The Mayor confirmed that a former Mayor Mrs Jill Dunsmore would join Cllr A Grant, Cllr J Cooper and Mr B Yoxall on the existing working group for the 110 Legacy Project and commemoration of the centenary of the end of World War I.

Cllr T Redpath referred back to the request from Blenheim and asked how well had the Barclays Banking Service been publicised. The Mayor replied that there had been an article in the Woodstock and Bladon News. He acknowledged that it could be further publicised. Cllr T Redpath suggested promoting it on the Council Noticeboards and website and also on the ‘We Love Woodstock’ facebook page.

RESOLVED: The Mayor would reply to Blenheim advising that WTC would promote the Barclays Banking Service on both the Council Noticeboards and website. Cllr M Parkinson agreed to post a message on the ‘We Love Woodstock’ facebook page.

WTC66/18 QUESTIONS

The following was received from Cllr S Parnes:-

‘Since the June 12th Council meeting when the Town Mayor communicated report of a US Presidential visit to Blenheim, and triggered roar of facetious laughter filling the Mayor’s Parlour when the Mayor stated “I have to say I have no plans to mark this event”, there have emerged plans for protests within the Town boundary as well as online references to the US President as “Nazi” or “fascist”; therefore, does the Town Mayor agree such depictions of a US President, especially by any Councillors, are potentially inciting and counter-productive to an enduring special relationship; and, does the Mayor agree that any US Presidential visit to the Town or adjacent locality deserves some element of dignified marking of the occasion, to support those who do welcome a Presidential visit, bearing in mind the Town is open to all visitors, a Presidential visit presents the opportunity for immense publicity for the Town, and the United States shares many things in common with Woodstock including among other things more than 20 communities by the same name in America?’

The Mayor responded that his statement at the June council meeting that he had no plans to mark the possible visit of the president to this area was the literal truth. He was surprised by the mirth it caused. His opinion was that traditional English good manners should prevail, however unwelcome any particular visitor might be. He agreed that Woodstock, like Britain, had good reason to cherish a warm and lasting relationship with the American people.

WTC67/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC68/18 PLANNING:

Council had no objection to any of the planning applications below:-

- a) Ref: APPLICATION NO: 18/01520/S73 61 Oxford Street, Woodstock
Non-compliance with conditions 2 and 3 of planning permission 17/00972/HHD to allow revised plans and materials. (Retrospective)
- b) Ref: APPLICATION NO: 18/01587/FUL Coach House Woodstock House, Rectory Lane, Woodstock
Creation of boreholes for ground source heat pumps.
- c) Ref: APPLICATION NO: 18/01687/FUL Woodstock House, Rectory Lane, Woodstock
Amendment to previous consent for a Garden Pavillion - Approval references 17/04159/FUL, and 17/04160/LBC
- d) Ref: APPLICATION NO: 18/01688/LBC Woodstock House, Rectory Lane, Woodstock
Amendment to previous consent for a Garden Pavillion - Approval references 17/04159/FUL, and 17/04160/LBC
- e) Ref: APPLICATION NO: 18/01602/HHD 2B Hensington Close, Woodstock
Alterations to include replacement of existing conservatory with new single storey rear extension

WTC69/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2018

Cllr F Collingwood explained that there was a week's expenditure missing from the reported figures owing to the Finance Assistant completing the report early because of being on annual leave at the month end. Cllr F Collingwood proposed that the payments be approved and that both the Bank Reconciliation Statements and Income & Expenditure Statements be noted, which was seconded by The Mayor.

RESOLVED: The payments totalling £14,508.21 made up until 21st June were approved.

RESOLVED: The Bank Reconciliation Statements up until 21st June 2018 were noted.

RESOLVED: The summary and detailed income & expenditure statements up until 21st June were noted without comment.

Cllr A Grant requested that the previous Property Agent be removed from the income and expenditure sheets and the current Agent added. This was agreed.

WTC70/18 COMMUNITY PLAN:

Council considered the following motion proposed by The Mayor, Cllr P Jay and seconded by Cllr E Poskitt:-

WTC:

- a) *approves in principle a Community Plan project for Woodstock, on the lines discussed at the town hall meeting on 21 June, as a process of engaging the wider community in the work of defining in broad terms a future for our town that accords with the aspirations of most of our residents; and*
- b) *will nominate a town councillor sympathetic to this as a member of the steering group suggested at the meeting.*

Mr B Yoxall was permitted to speak on behalf of the Community Plan project group and gave a brief update. He advised that there were no grants available and suggested that WTC might allocate a small amount of funds (no more than £2,000) to the Community Plan. The Mayor explained that as the allocation of funds was not proposed within the motion it would not be considered at this meeting and suggested that a request should be submitted ready for the budget review later in the year.

Cllr P Redpath referred back to the Town Appraisal and asked Mr B Yoxall if the 13 residents were representative of the community. Mr B Yoxall replied that they were as representative as he could make them to start the process off and he acknowledged that many more people needed to be involved.

Cllr T Redpath stated that she had always been slightly concerned about Community Plan issues. She felt that although it is a wonderful and great idea she had witnessed cases where a plan could be done with the best of intension but the group needed to be especially careful about what they were seeking and how wide spread the responses were. She warned that there were people out there that were looking for any opportunity in what was a well-intentioned plan actually to use it as justification for doing something else. She said that she was not against the idea of doing it and not against the process of it but, she might be against the use of it if she felt it was not truly reflective or was too open ended

The Mayor suggested that Mr B Yoxall should take note of Cllr T Redpath's concerns.

A vote was taken.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: WTC approves in principle a Community Plan project for Woodstock, on the lines discussed at the town hall meeting on 21 June and appointed Cllr M Parkinson to the Steering Group.

WTC71/18 OALC SOCIAL MEDIA TRAINING:

The report from Cllr S Parnes was discussed and noted.

Council considered the following motion proposed by Cllr S Parnes and seconded by Cllr P Redpath:-

WTC will invite the Officer from Witney Town Council to come and address this Council on the ideas contained within Cllr S Parnes' report.

VOTE: For: 10 Abstained: 1

RESOLVED: The motion was carried.

WTC72/18 COUNCILLORS AREAS OF INTEREST:

After a short discussion on the report from Cllr A Grant, Cllr F Collingwood agreed to clarify the willingness of Councillors to take up their roles and advise The Clerk of any refinements required to the list, which would then be circulated by The Clerk.

WTC73/18 PLANNING MATTERS: PERMISSION IN PRINCIPLE (PIP) AND TECHNICAL DETAILS CONSENT (TDC):

Cllr J Cooper confirmed that this was a proposed government regulation that had been introduced with little consultation with Town and Parish Councils and in essence was meant to speed up the planning process. Several comments were made and Cllr F Collingwood asked whether it applied to listed buildings and properties in conservation areas. Cllr I Hudspeth was unable to answer those questions and The Mayor asked the District Councillors to provide answers to the questions.

Discussion followed at the end of which Cllr T Redpath suggested that this should be referred to NALC for their assistance. Letter to be written by The Clerk and sent to NALC, Robert Courts MP, Phil Shaw WODC and Cllr I Hudspeth OCC setting out Council's opposition to the proposed regulation on the grounds that it was prejudicial to sound planning decisions to allow any less time for consideration of and consultation about planning applications.

RESOLVED: The motion was carried by unanimous vote.

WTC74/18 CAMBRIDGE-OXFORD EXPRESSWAY:

The following motion was proposed by The Mayor, and seconded by Cllr F Collingwood:-

WTC wishes the clerk to convey to the Secretary of State for Transport, Robert Courts MP, OCC Councillor Ian Hudspeth and District Councillors Julian Cooper and Elizabeth Poskitt its strong support for CPRE Oxfordshire's demand for a full statutory consultation followed by a Public Enquiry into the proposed Oxford-Cambridge growth corridor and expressway and in addition to convey its outright opposition to a proposal by OCC Cllr Judith Roberts to drive this expressway through the A44/A4095 roundabout, skirting Bladon to the south and Woodstock to the east, thus devastating two communities at one stroke.

There was a short discussion during which comments were made about the lack of robust data relating to the proposal before a vote was taken.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: That the motion was carried. The Clerk will convey to the above parties WTCs strong opposition to the expressway.

Cllr I Hudspeth advised the council that the announcement of the corridor was due to be made within the next two weeks and explained that the decision would be made by Highways England.

WTC75/18 TOWN HALL REPORT:

The report was noted and The Mayor thanked Cllr F Collingwood and the staff for producing it.

WTC76/18 OXFORDSHIRE COTSWOLDS GARDEN VILLAGE AREA ACTION PLAN (AAP) PROPOSAL:

Cllr T Redpath advised Council that the proposal contained very specific questions about how they would like the plan to be implemented, which was probably beyond what WTC would want to get involved in. She said the thing that would affect Woodstock was the additional pressure which the 2,200 houses would put on the local roads. She stated that she was not making any suggestions as to how WTC should respond to the proposal and referred to the thorough overview in the report produced by Bob Hindhaugh, the transport consultant commissioned by WTC.

Cllr P Redpath referred to air quality and the health issues which people were experiencing from air pollution and said that the health angle might be the most effective way to oppose development. He then proposed the following motion which was seconded by Cllr S Rasch:-

That WTC should send a letter to WODC emphasising very strongly that they may well feel that they can deal with the congestion but they cannot deal with the health effects on the public.

A vote was taken.

VOTE: For: 7 Against: 0 Abstaining: 4

RESOLVED: The motion was carried.

WTC77/18 THE CHERWELL LOCAL PLAN UPDATE:

Cllr T Redpath advised the council that she had recently attended a meeting of the 'alliance' in her capacity as secretary of the 'Woodstock Action Group' (WAG) and reported that the alliance were happy for her also to represent Woodstock Town Council at their meetings.

She confirmed that the alliance had circulated a copy of their transport report which was included with her report and said that the alliance is putting out a press release the major point of which is below:-

By combining we think we can improve our chances of halting the massive violation of green belt and green field land to the north of Oxford. Since the local review was announced in late 2016 all of the five members of the new coalition have been protesting vigorously against it. The effect of this development on the already troubled traffic flow on the A44 and A4260 through Kidlington will be disastrous and yet our detailed and damning representations of the issues have been blithely ignored by Cherwell.

Cllr T Redpath proposed the following motion, seconded by Cllr A Grant:-

As there is no August meeting, WTC in-principle support commissioning Graham Keevill to attend the hearing if it is necessary and agree his attendance is as "witness", also that the Council will support him providing a Proof of Evidence based on his existing report.

Cllr U Parkinson asked how much it was going to cost and asked whether there was going to be a cap put on it Cllr T Redpath reiterated the hourly rate charged by Graham Keevill and

suggested that Council should agree an initial budget, only to be exceeded with written approval. Cllr P Redpath proposed an initial budget of £1,200. Cllr J Cooper agreed that the amount seemed about right.

A vote was taken.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: WTC approved the above motion and agreed a budget of £1,200 maximum in this financial year to be allocated to cover related costs.

WTC78/18 LAWN CEMETERY EXTENSION UPDATE:

Council noted the report from Cllr A Grant providing an update on the cemetery extension along with the additional information that Cllr E Poskitt had obtained from Phil Shaw at WODC in relation to the lapsed planning application.

RESOLVED: Council agreed unanimously that Cllr A Grant and The Clerk should proceed accordingly.

WTC79/18 ARMED FORCES COVENANT:

The Mayor proposed that he should sign the Armed Forces Covenant which was seconded by Cllr F Collingwood.

A vote was taken.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: Council unanimously agreed and the motion was carried.

WTC80/18 TAC MEETING OF JUNE 21ST AND EXPERIMENTAL TRAFFIC ORDERS FOR RESIDENT PARKING:

The summary of the TAC meeting held on 21st June 2018 prepared by Cllr S Parnes was noted.

WTC81/18 REVIEW AND FURTHER CONSIDERATIONS OF JUDICIAL REVIEW CONSIDERATIONS:

The Mayor stated that the proposal within the report was in violation of Standing Orders on rescissions of council decisions with the last six months and therefore could not be discussed or debated by council. Although Cllr S Parnes attempted to argue his point The Mayor reminded the council that rulings on points of order could not be debated.

WTC82/18 US PRESIDENTIAL VISIT:

Council discussed the US Presidential visit to Blenheim. The proposal in Cllr S Parnes' report was not seconded.

Cllr F Collingwood proposed the following motion which was seconded by Cllr M Parkinson:-

That if any Councillor is going to take part in the demonstration, on whatever side they, are not representing the Town Council.

A vote was taken.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: The motion was carried

WTC83/18 PROPERTY MATTERS:

Cllr A Grant provided Council with an update on property matters which was noted. She asked Council to consider a quote from the company that were currently redecorating the Mayor's Parlour to repaint the doors and frames in the area of the Assembly Room and Kitchen

A vote was taken.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: Council agreed to accept the quote of £840.00 to repaint the Chair Store door and frame, panelling to the left hand side of that door, the double doors and frame adjoining the panelling and the double doors and frame into the Assembly Rooms.

WTC84/18 TEMPORARAY PLANNING COMMITTEE:

The Mayor requested permission from council to discuss how to deal with planning applications requiring comment during August which he had in error omitted to resolve during the planning agenda item. He apologised for his mistake.

Council debated the two possible solutions which were either to have one or more extraordinary town council meetings or to establish a temporary planning committee were debated at length.

The Mayor asked Councillors to indicate informally on whether they would prefer to have extraordinary town council meetings or to establish a temporary Planning Committee.

Cllr S Parnes requested a named vote which The Mayor stated was not appropriate for a straw poll vote.

A straw poll vote was taken on the preference for one or more extraordinary town council meetings.

VOTE: For: 4

A straw poll vote was taken on the preference to establish a temporary planning committee.

VOTE: For: 7

The Mayor proposed the following motion which was seconded by Cllr E Poskitt:-

That Council establishes a temporary Planning Committee to operate from now until the Council scheduled meeting in September with powers to consider and comment to the planning authorities on planning applications received where comments are needed before the Council's next scheduled monthly meeting, the members of the planning committee to be Cllrs U Parkinson, A Grant, J Cooper, M Parkinson, F Collingwood, E Poskitt, T Redpath, S Parnes, S Rasch, P Redpath & D Davies. The

Council further asks Town Hall Staff to monitor closely all planning applications received during this period and to draw all Councillors attention to them by email and if staff find a decision is needed before the next scheduled Council meeting they shall advise the Chairman of the Committee who will convene the necessary meeting.

Staff are asked to ensure that as far as possible the public are fully informed.

Cllr S Parnes requested a named vote.

A vote was then taken.

VOTE:	For:	9	Cllrs U Parkinson, M Parkinson, P Jay, F Collingwood, E Poskitt, T Redpath, S Rasch & P Redpath
	Against:	3	Cllrs A Grant, S Parnes & J Cooper

RESOLVED: The motion was carried

The Mayor asked the members of the Committee to stand up for the purpose of holding a meeting of the committee sufficient to elect a Chairman. Cllr S Parnes stated that he did not want be a part of the committee.

Cllr P Redpath proposed the Deputy Mayor, Cllr A Grant to be Chair of the Committee which was seconded by Cllr J Cooper.

A vote was taken.

VOTE:	For:	9	Against:	0	Abstaining:	0
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As they are not members of the committee Cllrs P Jay and S Parnes did not vote.

RESOLVED: The Deputy confirmed as Chairman of the committee and The Clerk agreed to take the minutes of the meeting.

The Chairman confirmed the meeting of the TPC had closed at 9.24pm.

The monthly meeting then reconvened.

WTC85/18 WOODSTOCK: CAUSEWAY ZEBRA CROSSING:

Cllr J Cooper advised Council that the cost as set out in the County Officer's submission was £3.6k. The justification for the expenditure was highway safety, as a number of residents and visitors using this crossing between the end of Manor Road and Oxford Street found that traffic seemed unaware of the facility until they had very nearly reached this road safety measure. The Town Council approximately twenty years ago funded this crossing to enable safe passage to the entrance of the park which many individuals both from inside and outside the parish were using to gain access to Blenheim.

Cllr J Cooper proposed the following motion, seconded by Cllr M Parkinson:-

That the Council using the same power as before proceed to commission the County Council to install the new Halo lights at a cost of £3.6 k.

Cllr F Collingwood pointed out that there was no budget for this and discussion followed.

The Mayor proposed the following amendment to the motion seconded by Cllr T Redpath:-

That the Council using the same power as before proceed to commission the County Council to install the new Halo lights at a cost of £3.6 k. subject to budgetary processes and financial regulations.

VOTE: For: 8 Against: 2 Abstaining: 1

RESOLVED: The amendment to the motion was carried.

The Mayor then requested a vote on the amended motion as shown below:-

That the Council using the same power as before proceed to commission the County Council to install the new Halo lights at a cost of £3.6 k. subject to normal budgetary processes and financial regulations.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The amended motion was carried.

WTC86/18 QUOTE TO REPLACE BENCHES ON TOWN SQUARE SITUATED TO EITHER SIDE OF TOWN HALL MAIN ENTRANCE:

Council did not approve the quote presented by The Clerk to replace the two benches situated either side of the main Town Hall entrance. Cllr P Redpath said that the benches could be easily repaired at a fraction of the suggested replacement cost. Council voted in favour of the benches being repaired.

Cllr P Redpath volunteered to measure up the slats and also advise The Clerk on the fixing required for repairing the benches. He also offered to contact a carpenter to submit a quote.

WTC87/18 QUOTE TO REPLACE SPLIT SLAT ON TOWN SQUARE:

The council agreed that the slats on the three benches adopted by Woodstock Town Council that sit to the sides of the Town Square should be repaired.

Cllr P Redpath also agreed to assist with measuring and ordering replacement slats and ordering any other fittings required.

WTC88/18 WYCHWOOD REPORT FOR MARCH, APRIL, MAY 2018 & INVOICE:

Council noted the quarterly report and approved the invoice for payment.

The meeting closed at 21.37hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th SEPTEMBER 2018
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr. S Parnes
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper (arrived at 7.40pm)
Cllr M Parkinson
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: CCllr I Hudspeth, Roger File, Chief Operations Officer of Blenheim Estate and some twenty members of the public. Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

Prior to the start of the meeting Mr Simon Newton a Director of Darke and Taylor, presented various options of alternative Christmas lighting solutions to assist the Council's understanding and aid their discussion and decision for Agenda Item 26 - Christmas Lights. Mr Newton gave his time free of charge and with no expectation that his company would profit from his involvement in the project.

WTC89/18 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC90/18 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 7 Blenheim Thoughts On Moving Forward, Post WODC Local Plan: Personal interest as he is a trustee of Oxfordshire First Community Trust.
Cllr J Cooper	Item 11 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 11 Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 11 (v) b) Planning Applications: Prejudicial interest as she is lives at 11 Hedge End.

WTC91/18 PUBLIC PARTICIPATION SESSION:

Dr Bob McGurrian addressed Council on behalf of the Woodstock Action Group (WAG). He confirmed that WAG are working in collaboration with the Heart of Woodstock Group (HOW) in relation to the air quality in Woodstock. He advised that WAG are seriously concerned at the build-up of exhaust fumes omitted by the large amount of traffic that passes through the centre of town daily (mainly the large tourist coaches, heavy goods vehicles, delivery vehicles

and private cars). These toxins according to the Royal College of Physicians are responsible for 40,000 premature deaths every year. He confirmed that transport is the main cause of air pollution and road traffic will only continue to multiply exponentially with the thousands of new homes being developed in the area. From his experience in the field of air pollution and smog, he knows that the millions of dangerous tiny particles of nitrogen dioxide cause or exaggerate lung diseases and early death. In order to ascertain dangerous air pollution in the centre of Woodstock, evidence is needed. WAG demand that Woodstock Town Council arrange to have at least two air pollution monitors set up in the town to measure air quality and take appropriate action. WAG ask that Woodstock Town Council in dialogue with Blenheim Estate robustly request that tour buses entering the palace use the Hensington Gate rather than the Town Gate and that they also exit the palace using the same gate.

Jo Lamb addressed Council on behalf of the 'Heart of Woodstock' (HOW) group. She advised that HOW have been very active over the past few months. They had recently met with both the Woodstock Action Group and Wake Up To Woodstock and had concluded that all three groups shared similar concerns relating to parking and traffic within the town. Jo also confirmed that HOW were in the process of arranging a meeting with the leaders of Blenheim Administration. She advised that HOW had undertaken three surveys in recent months, the aim of which was to provide anecdotal evidence to enable the County and District Councils to have a clearer idea of the nature of the traffic and parking problems in Woodstock. As a result of the survey findings HOW have identified a combination of short, medium and long term solutions (which are listed in Appendix A) and urge Councillors for their constructive open-minded support in working together to find a non-politically biased solution to benefit the community.

WTC92/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 10th JULY 2018:

- WTC62/18 In the heading the date of the minutes should read 12th June 2018 not 8th May 2018.
- WTC64/18 paragraph 13, line 3 remove the 'e' from the surname Goode.
- WTC77/17 paragraph 3, line 6 amend the spelling from damming to damning.

WTC93/18 REPORT FROM THE TOWN CLERK:

Council approved the requests received for new road signs in Hedge End and Boundary Close.

WTC94/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Councillor I Hudspeth was received without comment or questions raised.

The District Councillors' report was received, without comment or questions raised.

WTC95/18 BLENHEIM THOUGHTS ON MOVING FORWARD, POST WODC LOCAL PLAN

The Mayor advised that he had been briefed by Blenheim Management about their plans once the Cherwell and West Oxon Local Plans have been approved, which they expect shortly. Since this includes substantial scope for consultation with the Council, as well as other local stakeholders, the Mayor thought that the full Council should hear it first-hand and had therefore asked the Clerk to place on our agenda today a slot for Roger File, the Chief Operations Officer of Blenheim Estate to explain to the Council what Blenheim proposes. The Mayor reminded him that the Council still opposes large-scale development in Woodstock. He said that once the planning authorities had given the go-ahead Blenheim wanted to start more detailed

conversations about the questions that arose once it was known that a large increase in local population was to be expected, on matters such as the primary school, under-fives provision, the doctors' surgery, the football club, Section 106 negotiations with the District Council and the Recreation Ground. The Mayor suggested that Roger be here to address the Council at 8pm for 10 minutes and to answer questions.

Roger File then gave an oral presentation which outlined Blenheim's thoughts on moving forward and working with the community once the outcome of the WODC Local Plan is known on 27th September. He explained that Woodstock is in a unique position as the three sites identified within the WODC Local Plan (Woodstock East, Banbury Road and Old Woodstock) are all under the ownership of Blenheim Estate along with some of their other property interests which include the Thames Valley Police and Football Club sites. Roger confirmed that all the above sites should be considered once the Local Plan had been adopted. He also stated that Blenheim have a one off opportunity to deliver what Woodstock needs in relation to the Doctors Surgery, parking, Under Fives provision, the Football Club, the future of both the Primary and Secondary Schools and how much open space the town has. Roger mentioned whether there was a need for a housing needs survey to work out what housing (particularly in the affordable sector) is needed in Woodstock and ensure it has the right mix of development. He said that there is an opportunity to look at all those issues as, in reality, the only way some of them are going to be funded will be through the Section 106 agreements which will be entered into with both WODC and OCC. Once the Local Plan has been adopted the first phase of development is due to start at the back end of this year which is why it is important to open the debate and get the ball rolling quickly as the opportunity to make changes will only last for the next twelve months.

Roger raised the question 'how do we work out a way forward?' He mentioned the developing Community Plan overseen by Mr Brian Yoxall and consulting the whole population of Woodstock. He stated that this is an opportunity for Blenheim to work with either that or another appropriate group which may be appropriate to work through the issues and consult with local stakeholders. Blenheim need to find a way to facilitate a dialogue that provides the results that everyone wants. Blenheim's thought would be to appoint an experienced facilitator to work through the whole process and Roger confirmed that they have been talking to two organisations, Oxfordshire Community First Trust and Bio Regional. He advised that Blenheim would like the support of the Town Council to progress talks with these bodies and that one or two Councillors may sit alongside Roger in the team at Blenheim when they appoint and subsequently meet with those bodies. Roger does not want the process to be Blenheim driven. He would like it to be a collaboration which is transparent and confirmed that Blenheim are happy to commit resources to make it happen.

Roger acknowledged that Council is opposed to development as voiced by Cllr P Redpath who also raised the issue of the sewerage station currently not being able to cope with the volume of sewerage without the additional houses from the proposed sites. Roger stated that the development was going to happen and that those differences should be parked to allow the dialogue to happen. Cllr M Parkinson voiced his support for Council entering into dialogue and Cllr S Parnes suggested that Council go back to the constituency to find out from them what their expectations are and what they would like Council to do.

Cllr E Poskitt asked about the urgency for deciding on how the S106 money is spent and whether the decisions on all the Woodstock development sites would be known within the next twelve months? Roger confirmed that it would be known if they are to be allocated for development in the plan period by the end of this month. He advised that a lot of the

opportunity sits in the Woodstock East site that has been consented and Blenheim have built flexibility into that S106 agreement so that some things can be open for discussion/debate. He used the example of initially extending the school by 50 places only to find at after a later stage of development it needed to be extended again to accommodate another 50 places, suggesting that an accurate plan should be drawn up and encouraging the debate to happen sooner.

Cllr J Cooper arrived at this point (7.40pm) and apologised for his late arrival.

Cllr J Cooper asked how much of the S106 money from the Cherwell site could be allocated to this parish? Roger replied that he did not know the answer to that question yet and advised that the Cherwell Local Plan is still about twelve months away from being adopted. He thought that if a way forward could be found for the collaboration/consultation then there should be a Scenario A and a Scenario B. If the 500 extra houses that Cherwell are proposing are agreed what impact does that have on the other things that the other sites in West Oxfordshire already have and to be conscious of that.

At this point Cllr J Cooper declared that he is a trustee of Oxfordshire Community First Trust and completed a Declaration of Interest form.

Cllr T Redpath mentioned that the decisions made on the sites outside of Woodstock (Yarnton Kidlington and Begbroke) will affect what Woodstock needs in relation to schools and other facilities and she asked if Blenheim had thought about that? Roger confirmed that Blenheim are very aware of all the housing proposals along the A44 corridor to meet the Oxford unmet need and the impact it will have. He again reiterated that the benefit of Blenheim owning all the sites was that they could be treated as one entity rather than five separate plots.

Cllr I Hudspeth added that the housing numbers had been accepted by the Inspectors for Vale and Cherwell and it looks like West Oxfordshire as well and he supported the offer from Roger on behalf of Blenheim to work with Woodstock to discuss what it needs and plan for the future.

Roger said that as an outcome, he would like Council to agree to work with Blenheim on the collaboration process and nominate a couple of members to join them in their meetings and in finding which partner is best to advise Blenheim on how to move forward. He also asked that Blenheim are given the opportunity to provide an update for everybody at the next Town Meeting.

WTC96/18 QUESTIONS

There were no questions.

WTC97/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC98/18 PLANNING:

Cherwell Local Plan Partial Review

The report from Cllr T Redpath titled 'Update on major planning issues including Cherwell Local Plan Partial Review provided background information to the main paper from The Mayor, Cllr P Jay titled 'Cherwell Local Plan Partial Review'.

The Mayor proposed the following motion which was seconded by Cllr T Redpath:-

- i) *That the council forthwith advise the programmer officer that it wishes to submit a written statement and to participate in the discussions represented by [name to be confirmed by council];*
- ii) *That before noon on 14 September the clerk submit the attached submission noting carefully the requirements in the guidance note (e.g. 3 hard copies, 1 electronic copy (etc));*
- iii) *That [name(s) to be confirmed] represent the council at the preliminary hearing to develop the arguments set out in the submission.*

In relation to the Cherwell Local Plan Cllr T Redpath wanted to ensure that Councillors were aware of the follow up from the July meeting and the Programme Officer's comments on what the pre-hearing is actually all about. She asked him whether WTC should be actually talking about the fact that there are heritage implications on the site and his comment was:-

'the fact they are having a pre-hearing meeting would suggest to him that the Inspector has some reservations about the Plan and the Examination moving forward. He said that if they are able to continue with the Examination then a full programme of hearings would ultimately ensue which would provide the mechanism for points to be made.'

Cllr E Poskitt pointed out that page 3 of the Mayor's report related to the Green Belt but the land that Woodstock Town Council are concerned about is not in the Green Belt.

Cllr T Redpath said that was exactly the point why she gave her background report and confirmed the pre-hearing has been set up to specifically to deal with two questions being asked by the Inspector:-

1. *is the soundness of the Oxford unmet need?*
2. *if it is felt to be sound whether it actually warrants building in the Green Belt?*

Cllr T Redpath clarified in her report that is why she had written to the Programme Officer pointing out that although not in the Green Belt Woodstock has its own issues and specifically asked the question:-

'The Town Council has commissioned a heritage consultant who has been asked to attend the Examination in Public, but we are unclear on whether or not he should also address the preliminary hearing?'

She was told involving the Heritage Consultant was not really relevant at this stage.

Cllr E Poskitt felt that WTC should still do something to indicate that they have other interests otherwise it looks as if this is all WTC are concerned about. WTC need to show they are not just supporting the Green Belt.

The Mayor confirmed that the argument he is putting forward is that Woodstock's over-riding strategic priority is not just the piece of land within the Cherwell Local Plan proposal. It is the

much bigger and sensitive question of whether the whole area from Oxford to Woodstock is going to be gobbled up in its suburbanisation which will change the character of our town and community.

A discussion followed during which the issues of heritage protection and the justification of the Oxford City unmet need figures were debated.

The Mayor called for a vote on the following motion which was proposed by him and seconded by Cllr T Redpath:- .

- i) *That the Council forthwith advise the programmer officer that it wishes to submit a written statement and to participate in the discussions represented by [name to be confirmed by council];*
- ii) *That before noon on 14 September the clerk submit the attached submission noting carefully the requirements in the guidance note (e.g. 3 hard copies, 1 electronic copy (etc));*
- iii) *That [name(s) to be confirmed] represent the council at the preliminary hearing to develop the arguments set out in the submission.*

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

The Mayor proposed that Cllr T Redpath should represent the Council at the preliminary hearing and that he would also attend, which was seconded by Cllr J Cooper.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

Cllr T Redpath advised that Council had been invited to participate in the Cherwell Local Plan Partial Review Development Brief Workshop (Part 1) being held on Friday 5 October 2018. She posed the question 'who to delegate as participants' if Council decided it wished to participate and provide a brief to those chosen to participate.

Cllr P Redpath proposed that the Mayor was delegated to participate as the representative of Woodstock Town Council.

RESOLVED: Council unanimously agreed to the proposal.

Oxfordshire County Council Minerals and Waste Local Plan: Part 2

Due to numerous agenda items being moved during the meeting the Oxfordshire County Council Minerals and Waste Local Plan: Part 2 was overlooked and not discussed by Council, therefore, no comment can be submitted in relation to the site allocation.

West Eynsham Strategic Development Area – Issues Paper – Consultation

Council agreed not to make comment on the West Eynsham Strategic Development Area – Issues Paper – Consultation.

Planning Applications

Council considered the following applications:

- a) Ref: APPLICATION NO: 18/02484/S73 Land East of Woodstock, Oxford Road
Variation of Conditions 4 (approved plans), 19 (LEMP), 22 (tree protection) and 23 (landscaping), as well as minor changes to 28 (Design Code) of planning permission 16/01364/OUT to allow amended plans to Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 1100sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure and engineering works.

RESOLVED: Woodstock Town Council opposes the new layout on the grounds of safety, traffic flow, aesthetic and cost so puts forward alternative proposals.

1. It is proposed that there will be one traffic light on each side of the road. When a bus is stationary at the proposed northbound bus stop, it will block the view of southbound traffic of the traffic light on the right hand side of the road. If they miss the left hand light they may collide with pedestrians correctly on the crossing.
2. Passengers alighting from buses stationary at the bus stop will cross the road behind the bus with restricted visibility of traffic coming from the north.
3. Both the northbound and southbound bus stops are on the main carriageway with no provision for a layby to allow other traffic to pass on the busy A44. Whilst the Council accepts that most passengers will be alighting from northbound buses so causing a minimal delay to other traffic, it is anticipated that most passengers at the southbound stop will be boarding the bus. In the peak morning rush hour passengers will be paying for tickets or having them checked so each bus may be stationary for 90-120 seconds blocking following traffic. There are six buses to Oxford an hour and two to Witney. Using the lower 90 second delay this means the road will be blocked for 12 minutes each hour.
4. Historic England and the body responsible for the World Heritage site did not object to the initial development proposals for the site provided that the rural approach to Blenheim Palace was maintained. The Council believes that the introduction of traffic lights urbanizes the approach to the World Heritage Site.
5. The maintenance of traffic lights will be an ongoing cost for Oxfordshire County Council's already stretched finances.

RESOLVED: Woodstock Town Council agreed the following alternative proposals to mitigate these problems:

- A refuge for pedestrians should be put in the middle of the road replacing the traffic lights. The refuge will be cheaper to build and maintain and pedestrians will have to negotiate traffic from one direction at a time when crossing the road.

- The money saved from the erection of traffic lights can be used to create a layby for the southbound bus stop thereby easing traffic flow.
- A footpath runs from the development up the north-east side of the A44 to link with Hensington Estate.
- Consideration for a controlled pedestrian crossing at Hensington Gate.

RESOLVED: Woodstock Town Council also wish to register that they oppose the intended removal of 50% of the original car parking spaces.

Cllr E Poskitt left the table at 8.45pm and by invitation of the Mayor addressed Council as a resident of Hedge End in relation to planning application below:-

- b) Ref: APPLICATION NO: 18/02574/RES Land East Of Woodstock, Oxford Road
Reserved Matters application for landscaping, appearance, scale, access and layout for the construction of 254 dwellings together with 884sqm (GIA) of class uses A1, A2, B1 and D1 floorspace and associated infrastructure, engineering and ancillary works including provision of public open space and formation of accesses.

RESOLVED: Woodstock Town Council agreed with the following valid points that were submitted by a resident as shown below:-

The papers include many references to landscaping and incorporating green areas into the street scene. The one area where there is no attempt whatsoever to landscape is the only area where the development is up against existing buildings: Hedge End (where I live), Flemings Road and Plane Tree Way. This adds insult to injury.

My back garden extends about 11 metres to the development site. My neighbours on both sides will be significantly closer to the development (I am not sure that the plans include the extensions that have taken place at number 13). The back gardens in Hedge End diminish in depth as the houses get closer to Flemings Way. The garages – or I think that is what they are – of the houses planned over our garden hedges are relatively close to our land – more or less as close as any houses overlooking elsewhere on the plans.

The back gardens in Hedge End face south. Light, particularly in winter, seems threatened by the new dwellings. Whilst, I have been told that the impact of the development can be mitigated by landscaping, extensive ‘landscaping’ is not what a south facing garden, the enjoyment of which includes its sunny aspect even in winter, needs.

We are going to have great difficulty making Woodstock East a part of the community of Woodstock. It is essentially an excrescence attached to Woodstock and with the main link via a very busy main road. Whilst there are some footpaths into the Hensington Estate they do not provide very direct ways into Woodstock and it is difficult to know how much they will appeal as ways into town. There is a green area for play etc. next to the School playing fields. A green area between the houses of Hedge End etc. might encourage both sides (Hensington Estate and Woodstock East dwellers) to exercise their dogs and allow children to play and encourage social

interaction between the two estates. It could also provide homes for the hedgehogs, frogs, partridges, pheasants, barn owls, muntjaks and stoat (?weasel) which make occasional visits to Hedge End gardens, as well as encouraging bird life and butterflies.

Looking at the plans there are a number of dwellings (Plots 10, 22, 24/25, 31/32, /45/46) where nose-to-tail parking outside a house is necessary to create two car spaces. Planning for this sort of parking for three-bedroom houses where two car households seem likely, is not good. Cars are likely to have reverse out into the road and idle around whilst the other car is reversed out if it needs to go out first. This will be at a time when the neighbours may be carrying out the same manoeuvres and when there will other cars being driven to work on these shared areas.

Do we really need three storey commercial buildings in the middle of the estate?

(Not a planning matter). Although the papers endlessly comment on the 'unattractive' approach to Woodstock created by the Hensington Estate, I find this inappropriate and slightly offensive. Hensington Estate was the result of the style of its time and, in the course of time, the Woodstock East estate may come to be seen as an unattractive edge to the town. 'Unobtrusive' would be a better description of the view of the Hensington estate as you can barely see the development across the fields unless you are on the top of a double decker bus (when of course no matter of screening is likely to hide the fact for future tourists that they are entering Woodstock suburbia as they approach The World Heritage Site).

Cllr E Poskitt returned to the table as a Councillor at 8.53pm.

- c) Ref: APPLICATION NO: 18/02395/FUL & 18/02396/LBC Coach House, Woodstock House, Rectory Lane
Partial removal of garden wall for site access, full reinstatement on completion

RESOLVED: WTC have no objection to this application.

The minutes of the Temporary Planning Committee meetings held on 10th July, 31st July and 15th August 2018 were received and noted.

Cllr E Poskitt acknowledged that the situation where there would be a short turnaround timescale to look at planning applications was going to go on and Council needed to think of some procedure whereby a meeting could be adjourned to deal with them. It was suggested that Cllr E Poskitt bring a proposal to the next meeting.

The Mayor confirmed as per Standing Orders the Temporary Planning Committee will now cease to exist.

WTC99/18 COMMUNICATIONS:

Mr Chris Oliver MBE – The Council will wish to note with sorrow the death this summer of Chris, a stalwart of our community who gave many, many years of devoted service to the Youth Club. As his family said at the celebration of his life, “you were stubborn, you were awkward and you were great. You believed and you fought for those beliefs... We will miss you.”

The Mayor confirmed that he had written to Lord Blandford at the behest of the Council conveying our felicitations on his forthcoming marriage and had received a gracious reply in which he wrote “Camilla and I are looking forward to the day and hope it will be a happy celebration, not only for us but for the Woodstock community too. We also share your hopes for a positive partnership over the coming years and acknowledge the responsibility of our position, with the intention of doing as much as we can to support the local community”. The Mayor proposed that he should write again welcoming his response.

The Mayor drew the Council’s attention to the excellent ‘Visit Woodstock’ leaflet and map produced under the direction of Brian Yoxall and recorded his thanks to him and his team from what will, he is confident, be regarded as a most useful and successful publication.

The sad death recently of John Hodges deprives us all of the stimulus and enjoyment of his brave fights against unreasonable authority in any form as well reminding us of his selfless work for the stroke club. We shall miss him and I plan to write to his family saying as much.

The Mayor gave notice that he will not be sending out Christmas cards this year, not because he has run out of seasonal benevolence, but because like many other councillors he thinks it makes more sense to send out a Christmas email while donating the cost of Christmas Cards and postage to local Charities.

WTC100/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY & AUGUST 2018

The Mayor proposed that the payments for July and August be approved and that both the Bank Reconciliation Statements and Income & Expenditure Statements be noted.

RESOLVED: The payments totalling £22,151.13 in the month of July were approved.

RESOLVED: The payments totalling £24,716.54 made in August were approved.

RESOLVED: The Bank Reconciliation Statements for July and August were noted.

RESOLVED: The summary and detailed income & expenditure statements for July and August were noted without comment.

Cllr F Collingwood proposed that Council agree to the recommendations made within the report as shown below which was seconded by the Mayor:-

1. *WTC stays with our current IT support suppliers, and*
2. *WTC actively monitors their and the system’s performance encouraging visits to the Town Hall by engineers at least six monthly.*
3. *WTC authorises the first one man business to install the council domain emails using Webmail or Office 365, as part of the GDPR recommendations.*
4. *WTC completes a review of the current WIFI provision and, if appropriate, brings forward costed proposals for upgrading it.*

Cllr E Poskitt asked whether the Councillors email installed by the one man business would be supported if problems arise? Cllr F Collingwood replied no it would not be supported. A discussion followed relating to the lack of follow up support and how secure the domain emails installed by the one man business would be. Cllr S Parnes referred to the decision made by Council three months previously at the June meeting and the disparity between that and the above proposal.

A Vote was taken.

Cllr S Parnes requested a named vote.

VOTE:	For:	4	(Cllrs T Redpath, F Collingwood, S Rasch and the Mayor)
	Against:	3	(Cllrs A Grant, S Parnes and J Cooper)
	Abstaining:	4	(E Poskitt, U Parkinson, M Parkinson and P Redpath)

RESOLVED: The motion was carried.

The report and quotes for the photocopier lease was deferred to the October meeting and the Clerk will ask the Finance Assistant to seek quotes from the three companies for a one year lease.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by the Mayor and seconded by Cllr E Poskitt that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Mr Brian Yoxall left the meeting at this point.

WTC101/18 PROPERTY MATTERS:

Cllr A Grant advised Council that negotiations for the surrender of lease for 6 Park Street were still ongoing between the Property Management Agent, Breckon & Breckon and the tenant. Cllr A Grant recommended that:-

- a) *WTC agrees with the advice given by Breckon and Breckon that action is taken to vacate the tenant as soon as possible.*
- b) *The question of arrears be dealt with after the reposition of the property forthwith.*

Council agreed unanimously in favour of the professional advice.

Cllr F Collingwood stated that the Budget Review figures assume that Woodstock Town Council will receive all the rent owed by the tenant.

The Council meeting returned to open session and Mr Brian Yoxall re-entered the room.

WTC102/18 BUDGET REVIEW:

The report by Cllr F Collingwood and the Finance Assistant was discussed and the following motion was proposed which was seconded by Cllr J Cooper:-

‘That the Council do not include the additional proposals at this time, with the exception of the solicitor fees which are understood to be unavoidable.’

Cllr E Poskitt said that she recalled that previously the decision had been made to use the money from the sale of the Capability Brown painting to pay for the redecoration of the Mayor’s Parlour. The Mayor advised that the matter should be investigated by checking back through past meeting minutes. Cllr J Cooper also suggested that Council needed to check that the capital receipt received for the Capability Brown could be spent on anything as the sale

was at the tail end of the regulations when the money could not just be spent on anything. He also mentioned the under spend on the capital budget of £15,000 in relation to replacing the Town Hall boiler and felt it was an issue that should be looked at.

Cllr J Cooper asked for clarification on where the money collected for Judicial Review (as mentioned in Agenda Item 25) recorded in the accounts as it is not shown in the income figure as he would expect? . Cllr T Redpath confirmed that the donations received towards the fighting fund have all been logged by the Finance Assistant but have not been included within the income/expenditure accounts.

Cllr F Collingwood clarified that the view was taken that the toilets and hall were not going to be done this year, they were originally planned to be in this years' expenditure and the proposal is to take them into reserves to be carried forward.

ACTION: The Mayor requested that Cllr F Collingwood provided a written response to the question relating to the donations from residents towards Judicial Review to Cllr J Cooper.

Cllr A Grant advised that the floor will need to be repaired and heating put into 6 Park Street before it can be re-let and she had requested that money was added into the budget for that. Cllr F Collingwood clarified that only the Solicitors Fees are being proposed and the repairs will have to come out of the 'unspecified property repairs' budget.

A discussion followed as to whether installing heating was a capital or revenue expense. Cllr F Collingwood confirmed to Cllr A Grant that the repairs to the floor can be completed without Council approval if under £1,000 but the installation of heating will have to be approved by Council at a future meeting due it being a capital expenditure.

The Mayor called for a vote on the motion proposed by Cllr F Collingwood which was seconded by the Mayor:-

'That the Council do not include the additional proposals at this time, with the exception of the solicitor fees which are understood to be unavoidable.'

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: Council voted unanimously in favour and the motion was carried.

WTC103/18 ENVIRONMENT:

Cllr P Redpath proposed that Council approve the quote for the tree work identified in the annual tree inspection report which was seconded by Cllr J Cooper

RESOLVED: Council voted unanimously in favor of accepting the quote.

Cllr P Redpath also provided an update on the TOE2 application in relation to the replacement bridge between meadows five and six.

WTC104/18 ARMED FORCES COVENANT

Council agreed unanimously to demonstrate their commitment and recognise the value of serving personnel, reservists, veterans and military families and seek to uphold the principles of the Armed Forces Covenant with the omission of the following:-

- offering a discount to members of the Armed Forces Community.
- any additional commitments Woodstock Town Council could make (based) on local circumstances

WTC105/18 WOODSTOCK SEWAGE SYSTEM NOW AND IN THE FUTURE:

Cllr E Poskitt drew Council’s attention to the ‘Water Day’ being held by WODC on 4th October which was included within the District Councillors Report. She advised that Parish and Town Councils were being invited to send a representative and the three key issues intending to be considered/addressed were:

- The EA response to the pollution of the River Windrush, and other concerns about water quality in the river network
- Flooding Issues (anything locally which people consider needs addressing, and development concerns)
- Thames Water network issues – e.g. sewerage, sustainability going forward, and planning for new development

The Mayor asked if Cllr E Poskitt would attend on behalf of Woodstock Town Council, to which she agreed and Council voted unanimously to approve.

The following motion was proposed by Cllr A Grant, and seconded by Cllr M Parkinson:-

- 1. The Town Clerk contacts Thames Water reinforcing all previous expressed concern at the situation that currently exists at Brook Hill and requesting urgent action to resolve this on a permanent basis,*
- 2. That as part of its comment on application 18/02484/S73 Woodstock Town Council refer to both the existing problems with sewage in Woodstock and to the Thames Water representations about the cumulative effect of all future (and current) applications and suggest that this is not being fully addressed.*

The Mayor requested a vote on Part 1 of the motion.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

The Mayor requested a vote on Part 2 of the motion.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried and Cllr A Grant was asked to provide the Clerk with the wording to be submitted with the response to Planning Application No: 18/02484/S73 Land East of Woodstock, Oxford Road

WTC106/18 TREES OF REMEMBRANCE PROJECT: FREE SAPLING AND COMMEMORATIVE PLAQUE FOR ALL LOCAL COUNCILS IN OXFORDSHIRE:

After a brief discussion on where the sapling would be placed and who would be responsible

for maintaining it, Council agreed unanimously that the Clerk would write to confirm that they would like to order a free sapling and commemorative plaque which would be planted within the Water Meadows.

WTC107/18 PROTOCOL FOR USE OF MAYOR'S PARLOUR:

Council agreed unanimously to approve the protocol for use of the Mayor's Parlour with the two amendments shown below:-

- The Mayor's Parlour is not for hire and can only be used with the consent of the ~~current~~ Mayor.
- All must be left clean and tidy and furniture put back to how it was found.
~~Please~~ Do not drag furniture across the floor.

WTC108/18 APPEARANCE OF THE ALLEYWAY BEHIND THE CROWN:

Due to Councillors not being provided with a copy of Cllr M Parkinson's report this has been deferred to the October meeting.

WTC109/18 STYLE OF WOODSTOCK TOWN COUNCIL MEETING MINUTES:

Cllr J Cooper recommended that as meetings are now extensively recorded the minutes should only record Council's decisions rather than the endless need to include text of what a Councillor has said which was seconded by the Mayor.

The Clerk informed Council that she had produced the report and the recommendation within it differed from Cllr J Cooper's proposal.

The Town Clerk recommended:-

That the WTC approve the Town Clerk continuing to produce the minutes in the current professional format which will provide clarity and accuracy for both Councillors and residents who view them in the future.

Cllrs P Redpath & T Redpath voiced their approval of the current style of the meeting minutes. Cllr T Redpath also reiterated that they are the Clerk's minutes. Cllr A Grant stated that the recordings of the meetings are not uploaded onto the Town Council website and therefore not available to the public. Cllr S Parnes said that the recordings should only be used as back-up to check accuracy of the written text.

Cllr J Cooper summarised by saying that these are a modern style of minutes that do not reflect the decision to only record decisions and he also stated they are the Town Councils minutes.

Cllr E Poskitt proposed that Council approve the recommendation with the Clerk's report which was seconded by Cllr A Grant.

Council voted unanimously in favour of the Town Clerk continuing to produce the minutes in the current format.

WTC110/18 CHANGE OF WOODSTOCK TOWN COUNCIL JANUARY 2019 MEETING DATE:

The following motion was proposed by Cllr E Poskitt and seconded by Cllr A Grant:-

the January meeting back by one week to Tuesday 15th January, due to New Year's Day falling on the first Tuesday of the month which affects the deadline for receipt of agenda items and distribution of papers.

RESOLVED: Council agreed unanimously in favour and the motion was carried.

WTC111/18 JCTPD MEETING HELD ON MONDAY 10th SEPTEMBER 2018:

The summary of the JCTPD meeting held on 10th September 2018 prepared by Cllr E Poskitt was noted. Cllr E Poskitt said that it was quite a positive meeting and in her view Blenheim are trying to work with Woodstock on the future of the town.

The question of whether Council should talk with Blenheim was discussed at length. The Mayor suggested that Council are at a point where they need to make a decision at the October meeting.

WTC112/18 FACILITATING TOURIST COACHES:

The report from Cllr S Parnes was noted. Cllr E Poskitt suggested that the Clerk write to the Chef Imperial restaurant and raise the issue of the coaches blocking the road whilst dropping and picking up the passengers at the restaurant. Council voted unanimously in favour of this suggestion.

RESOLVED: The Clerk will write to the Chef Imperial restaurant.

WTC113/18 REFUND OF RESIDENTS'/PUBLIC FINANCIAL CONTRIBUTIONS TO PLANNING CHALLENGE:

Cllr S Parnes asked Council to consider offering those residents who contributed to the fund to fight the house development proposed in Woodstock stating that it would be wrong for Council to facilitate spending the public contributions on purposes other than those specifically foreseen by the contributors. Cllr S Parnes recalled that the money had been solicited to fund the professional advice and other costs associated with challenging the Woodstock East development. A discussion followed as to what the contributors were asked make a donation towards during which Cllr T Redpath clarified (quoting minute WTC85/17 from the July 2017 meeting) that the money donated was specifically for fighting the Cherwell Local Plan for which the Examination In Public Pre Hearing is due to be held on 28th September.

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC114/18 CHRISTMAS LIGHTS:

The information within the report was considered and Cllr A Grant proposed that Council accept the quote from Company B which was seconded by the Mayor.

VOTE: For: 11 Against: 0 Abstaining: 1

RESOLVED: The quote from Company B – Gala Lights is accepted at a cost of £6,807 ex VAT per annum under a three year contract.

WTC115/18 PLAY AREA EQUIPMENT MAINTENANCE:

The quotes within the report were considered and Council unanimously agreed to accept the quote from Company B – TCL Group at a cost of £1996.50 ex VAT.

WTC116/18 PROPERTY MATTERS CONTINUED:

Council considered the following motion proposed by Cllr A Grant which seconded by Cllr M Parkinson:-

- a) *Woodstock Town Council agrees that:
3 hand dryers are fitted in the Community Centre toilets at the cost of £517
which includes supply and installation.*

- b) *and in view of the information re: hand dryers in the Town Hall toilets agree to
cancelling the contract with Initial and agree that 2 hand dryers are fitted in
the Town Hall toilets at a cost of £300 which includes supply and installation.*

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Cllr E Poskitt drew Councils attention to a large amount of rubbish outside of 4 Park Street which the tenants have recently vacated. The Clerk agreed to look into getting it removed.

The recommendation to replace the old wooden windows and door at the Community Centre was discussed but as Cllr F Collingwood stated that there was currently no money in the budget Council agreed to add it to next year's budget and deferred it to be discussed at the October meeting.

The meeting closed at 22.23hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 9th OCTOBER 2018
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. P Jay (Mayor)

Cllr. F Collingwood (arrived at 7.42pm)

Cllr U Parkinson

Cllr S Rasch

Cllr T Redpath

Cllr. A Grant (Deputy Mayor)

Cllr. J Cooper

Cllr M Parkinson

Cllr E Poskitt

Cllr P Redpath

ALSO IN ATTENDANCE: Mr R File, Chief Operations Officer of Blenheim Estate, at the invitation of The Mayor and some ten members of the public. Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

WTC117/18 APOLOGIES FOR ABSENCE:

Cllrs D Davies & S Parnes and CCLlr I Hudspeth.

Cllr F Collingwood sent his apologies as he would be arriving late to the meeting.

The Mayor confirmed that he had received a request from Cllr D Davies for extended compassionate leave from Council duties due to personal reasons. The Mayor proposed that Council agreed to the request.

RESOLVED: Council agreed unanimously in favour of the request.

WTC118/18 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 11 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr E Poskitt

Item 11 Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

WTC119/18 PUBLIC PARTICIPATION SESSION:

Harry McMillan addressed Council on behalf of the 'Heart of Woodstock' (HOW) group. He referred to the report that had been included as an appendix with the September meeting minutes which contained proposals for short, medium and long term solutions. Harry outlined the five requests below on behalf of HOW:-

- to be included as a key stakeholder in relevant consultations and discussions held on parking issues.
- Have the support of Woodstock Town Council in the discussions they are having with other stakeholders.

- Would appreciate Woodstock Town Council's assistance to help HOW to convene meetings across the relevant stakeholders as and when appropriate.
- Request that Woodstock Town Council engage swiftly, constructively and effectively on behalf of HOW with Blenheim and other relevant organisations around planning for future growth to make sure we can secure the best coordinated deal possible for current and future inhabitants and also the surroundings of Woodstock
- Would like to understand in due course how Woodstock Town Council propose to address the issues raised in the report whether directly or indirectly.

WTC120/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 11th SEPTEMBER 2018:

The minutes were approved with the following agreed amendments:-

WTC91/18 paragraph 1, line 10 change 'oxygen' to 'dioxide'.

WTC98/18 paragraph 11, line 2 add the words 'this is' in between 'if and 'all'.

WTC121/18 REPORT FROM THE TOWN CLERK:

Council approved the request for the Clerk to move up a spine point on her pay scale after having a satisfactory first year appraisal.

Council also noted that the Clerk had registered for the CiLCA qualification.

WTC122/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from CCLlr I Hudspeth was received and noted due to him not being able to attend the meeting.

The District Councillors' report was received, without comment or questions raised.

WTC123/18 COMMUNICATIONS:

The only communication received by The Mayor was that from Cllr D Davies. Council had earlier resolved to agree to his request for extended absence from Council duties under minute WTC117/18 APOLOGIES FOR ABSENCE.

WTC124/18 QUESTIONS

The following question has been submitted by Cllr S Parnes:-

Bearing in mind that (a) the Town Council's policy opposing major development on field sites around the Town has been substantially based on the Constituency's positions as expressed at Town Meetings and Town Polls emanating from those meetings; (b) the WODC Local Plan defining development until 2031 was approved in September; (c) the Town Council did not exploit opportunities of major exposure for campaign protest banners and signs during major events including the US President's visit nearby and Countryfile Live which attracted many visitors to the Town itself; (d) the Town Council never implemented the January 9th Resolution to ask its advisor to advise on merits of judicial review and prospects of crowd-funding; and (e) funds raised from the public for a so-called "fighting fund" have been banked but not expended, why should the Town Council not revert to a Town Meeting to invite updated

Constituency guidance and expression of their position on the present situation, account for WTC's "petered out" performance of the objection campaign, and invite donors to claim refunds of contributions to the so-called "fighting fund"?

The Mayor gave the following response to the question:-

As Councillors may already have noticed I have already proposed in my paper for tonight's council meeting at agenda item 15 a thorough consultation with the town on these matters, including a possible town meeting. I am not aware that the Council has received any proposal about the 'fighting fund'.

CLLr F Collingwood arrived at this point and the Mayor welcomed him to the meeting.

WTC125/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

The Mayor proposed that items 15, 17, 21 & 23 were brought forward and discussed as a group as they all relate to the main issue for discussion at this meeting, which is the response to the invitation received at the September meeting to join in talks with Blenheim about the future of the town in light of the District Councils decision made within the last week to adopt the local plan.

Council agreed to the items being brought forward.

WTC126/18 PLANNING WOODSTOCK'S FUTURE – TO ACCEPT BLENHEIM'S INVITATION TO TALK OR NOT”:

The Mayor proposed the following motion from his report which was seconded by CLLr J Cooper:-

- 1) *We agree to talk with Blenheim, nominating two Councillors to meet with the developer and report back, highlighting the following priorities:-*
 - a) *The largest possible number of affordable homes;*
 - b) *A site and funding to construct a doctors' surgery sufficient to serve the growing community;*
 - c) *Sufficient school development and WUFA;*
 - d) *Other infrastructure such as roads (especially to support expected traffic flow in narrow streets north-east of the centre) and sewerage sufficient for the expected numbers; and*
 - e) *Support for parking;*
- 2) *We prepare and distribute an early newsletter explaining the process and seeking feed-back;*
- 3) *We plan a town meeting for November to discuss all this;*
- 4) *Later in the process we commission a more detailed survey of opinions and priorities;*
and

5) *We establish a regular agenda item to monitor progress on this matter*

Cllr P Redpath asked The Mayor if he was proposing for the above priorities to be voted as a block? The Mayor replied that he is proposing to take the vote on it in the most sensible way in light of the discussion Council would have. He then went on to say that this was a big decision as this Council has held a strong, sustained and principled position on large scale development ever since he has been on the Council, some 14 years. There are new facts including the decision of the District Council, plus the activities going on in the Cherwell area and in his judgement the time has come where Council needs to adjust its policy to the new reality and agree to sit down and talk. Council have the opportunity to air their opinions on what they think is important and high priority for the town of Woodstock and what needs to be done if housing is going to go ahead as the District Council have now decided on the scale proposed in its local plan. The Mayor said that in his opinion it is no longer for Council to refuse to engage in the kind of dialogue to which it has been invited.

Cllr T Redpath asked for it to be made clear that the above motions relates only to the West Oxfordshire District Council Local Plan decision and that Woodstock Town Council are still strongly opposed to the 500 houses proposed for Woodstock in the Cherwell Local Plan.

Cllr P Redpath raised concern about the recreation ground being the only green space left and not building on it which the Mayor acknowledged and agreed would be included at an appropriate point during the future discussions.

Cllr E Poskitt stated that Council must be involved in the discussions as to how the S106 money will be spent. She confirmed she was in agreement with the motion with the exception of the reference to the newsletter. The Mayor proposed an amendment to item 2 of the motion as shown below:-

- 2) *We prepare and distribute ~~an early newsletter~~ suitable communication explaining the process and seeking feed-back;*

Cllr E Poskitt agreed to the amendment.

The Mayor proposed a second amendment to the motions in which to add a sixth item to clarify the earlier point raised by Cllr T Redpath as shown below:-

- 6) *We reconfirm our principle position as stated at our September meeting of strong opposition to the "Wolverstock" threat to absorb this area into a new Oxford suburb.*

Cllr T Redpath raised concerns relating to WUFA and their need to remain in a central location to be able to provide wraparound care for the primary school and nursery. The Mayor then proposed a third amendment to item 1 (c) as shown below:-

Sufficient school development and maintenance of WUFA on its present site;

The Mayor asked Council for permission to extend an invitation to Mr File to enquire if there was anything he wished to inject at this point of the discussion. Council agreed.

Mr File said that the only point he wanted to add was that the way he would like to see the collaboration process going forward is for all of these things to be put on the table and for

everybody to move forward keeping an open mind, having an open and frank exchange of views and discussion about it. He confirmed at this stage nothing is ruled out and he sees this as a blank piece of paper and if 'we' (Blenheim and Woodstock) want to get the best for the area out of it 'we' need to talk together, work together and present together to the District Council and County Council so 'we' can influence what goes into the Section 106. He asked that Council discuss practical ways of moving this forward and his suggestion would be that Council to nominate one or two or whatever number of Councillors is appropriate to meet with Blenheim and help select an external party to facilitate this whole process. It needs someone who is dedicated to the process, who can focus on it and he proposed that Blenheim jointly with the nominated Councillors interview and find the right person to complete this job.

Mr File summed up by saying it would be very helpful all round if Council could decide soon a way forward so 'we' can start making some progress on this.

Cllr J Cooper asked for it to be formally noted on record that he recorded his vote against the Local Plan due to WODC providing some of the weakest replies he has seen in more than 30 years. He agreed that WTC need to have sensible, robust dialogue with Blenheim, their advisers and other relevant parties. He said that one thing WTC need to think about between now and the end of this Council term, is once these dwellings are built there will be a Community Infrastructure Levy which will come to the Town Council. He thinks that Council need to establish 'how much that will be' and also 'what Council are going to use it on in relation to capital items in and around the various assets Council own?

Cllr F Collingwood stated that some months ago he argued that Council should meet and discuss their priorities further. One of the meetings that followed which the Mayor, Deputy Mayor and he attended was with Blenheim. He came away at the end of that very disappointed as everything that was suggested, had either already been taken into account or Blenheim were going to ignore. He made two telephone calls to Blenheim afterwards to follow up and neither of the calls were returned. He is not at all confident that WTC will have their views taken any notice of at all, having said that if WTC don't attend they will not even be taken into account. At the end of the day he fears that all the decisions will be taken by Blenheim, WODC and OCC and WTC's input is going to be very, very limited. Cllr P Redpath agreed.

Mr File responded to Councillor Collingwood's comments saying he wasn't quite sure who the messages were left with but they were not left with him and apologised that no one returned his calls. He went on to say that in terms of the matters that were discussed at that meeting they have all been raised with the County Council Highways Department and he raised them again with Blenheim's consultants about 10 days ago and asked if there had been any news on the issues relating to the A44. He confirmed the road was being designed by the County Council and suggested that WTC lobby them directly to change the design. Cllr Collingwood said he had also approached OCC on those points and he was told that the design was coming from Blenheim.

The Mayor suggested that Council make the decision on the proposed motion below with amendments and also to decide who it wished to be represented by, if it decides to enter into talks:-

- 1) *We agree to talk with Blenheim, nominating two Councillors to meet with the developer and report back, highlighting the following priorities:-*

- a) *The largest possible number of affordable homes;*
 - b) *A site and funding to construct a doctors' surgery sufficient to serve the growing community;*
 - c) *Sufficient school development and maintenance of WUFA on its present site;*
 - d) *Other infrastructure such as roads (especially to support expected traffic flow in narrow streets north-east of the centre) and sewerage sufficient for the expected numbers; and*
 - e) *Support for parking;*
- 2) *We prepare and distribute a suitable communication explaining the process and seeking feed-back;*
- 3) *We plan a town meeting for November to discuss all this;*
- 4) *Later in the process we commission a more detailed survey of opinions and priorities;*
- and*
- 5) *We establish a regular agenda item to monitor progress on this matter*
- 6) *We reconfirm our principle position as stated at our September meeting of strong opposition to the "Wolverstock" threat to absorb this area into a new Oxford suburb.*

The Mayor called for a Vote.

VOTE: For: 6 Against: 1 Abstaining: 3

RESOLVED: The motion was carried.

The Mayor suggested that he, Cllr T Redpath and Cllr F Collingwood represent Council and added that the decision would be a provisional one and if in due course Council want to come back and report that they need more people or different people Council can then consider the changes. The proposal was seconded by Cllr P Redpath.

A vote was taken.

VOTE: For: 8 Against: 1 Abstaining: 1

RESOLVED: The motion was carried.

WTC127/18 CHERWELL LOCAL PLAN PARTIAL REVIEW - PART 2

The report circulated by Cllr T Redpath provided a summary of both the support for and the very strong objections against the Cherwell Local Plan that were presented at the Pre-hearing of the Cherwell Local Plan Examination which was held on 28th September 2018. She confirmed that Oxford County Council had now published its draft plan which is out for consultation and read out the extract below from it:-

"A new calculation of housing need based on the Government's standard methodology set out in 'Planning for the Right Homes in the Right Places: Consultation Proposals' (2017) was not undertaken for a number of reasons. It is considered that exceptional circumstances justified the use of an alternative approach, as allowed for in the NPPF (paragraph 60). In particular all

Oxfordshire Councils in this current round of local plans are working to deliver the housing need identified in the 2014 SHMA and it is important that Oxford's Plan is consistent with the plans prepared and made by other Councils, and that the preparation and adoption of the Plan is not delayed. Moreover, the Councils have received Growth Deal funding to deliver these homes. The SHMA roll-forward has reflected current and future demographic trends and market signals, which reflect Oxford's particularly young and dynamic population demographic. Therefore, the housing target remains as it was in the 2014 SHMA, namely 1,400 per annum. Provision will be made for at least 8620 new homes to be built in Oxford over the plan period 2016-2036. This equates to a delivery of 431 dwellings per annum.

Cllr T Redpath stated that this is Oxford saying that basically the other Councils can take the rest of them. She went on to inform Council that there was much anger expressed around the table and the phrase 'cart before horses' was used. Comment was made that when the Cherwell Plan was actually accepted by the Councillors the leader had said "you are just voting this through now because then it is going to be tried and tested through the examination process." Now at the examination process, the comment was that 'hands are effectively tied' with Cherwell saying "the others have done it so we have to". Cllr T Redpath stated that she was not happy about it and wanted to warn Council what they are saying.

The Mayor expressed that it is a very important battle in his opinion and Council have some really interesting arguments to make depending on what the Inspector says. He confirmed that the Inspector's first response is expected very soon (hopefully by the end of the month). The Mayor felt that Council have a good argument that demonstrates that the circumstances in which it is proposed to invade green belt between here and Oxford cannot possibly be regarded as exceptional in the sense required by the national policy, because if this case was exceptional every single threat of the green belt anywhere in Britain would be exceptional and that cannot be what NPPF intended, as if it was they would have surely said they wished to abolish green belts and that is not what they are saying. He finished by saying that there is a chance that Council will get a helpful decision from the Inspector but at the moment it is a matter of waiting for that decision.

Cllr J Cooper raised the question again that if they are prepared to build on North Oxford Golf Club which is in Cherwell to resolve some of Oxford City's unmet need, why are they not prepared to build on Southfield Golf Club? He reaffirmed that this question has still not been answered. He went on to state that there are two large tracks of land in the city that Oxford City Council defend/protect, these are Southfield Golf Club (also known as Oxford City Golf) Club and Oxford Stadium which leads him to believe the figures are unsound and he does not think that Woodstock Town Council should accept them. Cllr T Redpath said that that exact comment had been made at the pre hearing and even the Inspector said to the Cherwell planners 'where did you get this figure of 4,400 from?' To which they replied 'the Growth Board' and 'it's been tried and tested'. The question had followed as to 'where it had been tried and tested?' She said that people commented on the Southfield Golf Club site and no clear answer was given. The planners' arguments were very weak.

WTC128/18 DRAFT MINUTES FROM JCTPD MEETING HELD ON MONDAY 10th SEPTEMBER 2018

Cllr E Poskitt confirmed the change of the committee's name to 'Town Palace Dialogue'. The report was noted.

WTC129/18 COMMUNITY PLAN UPDATE

The Mayor stated that it was important for him to say that he believes the work of consultation within the community in Woodstock is all the more important as we move into this area of dialogue with Blenheim on these matters. He reiterated that it is absolutely vital we have a dialogue with our own community. He said it may become desirable to have a town meeting perhaps in November in order to bring people up to date and get feedback on where we are now going following the decision which Council has made today.

Mr B Yoxall with permission of Council referred to the Bampton Community Plan and said that the group involved in the Woodstock Community Plan shared some of the same concerns and felt very strongly that the concerns of residents must be fully appreciated by the Town Council and the Council take anything that comes out of the consultation under the Community Plan project very seriously. They understand that there may be different views but the voice of Woodstock needs to be heard and respected.

The Mayor confirmed that he had agreed to meet with the Community Plan group to discuss the concerns they have and said that Council attach great importance to the work they are doing and back it. He believes if there continues to be a good dialogue between Council and the group while the other dialogues are going on that will enable Council to collect the voices and transfer them and achieve some results that are important.

Cllr T Redpath referred to Bampton's experience of producing a Community Plan and said that she had asked Mr Yoxall why Bampton Parish Council had declined to support their Community Plan and he replied that he had followed it up with both the Parish Clerk and Chairman who had painted a somewhat more positive picture. Whilst conceding that nothing earth-shattering resulted from the Community Plan they were fully supportive of it and had used it as a reference point when considering local issues. She also said that they had said that the Community Plan should be on their website but it had probably dropped off without them realising it.

Cllr P Redpath gave a word of warning. He referred to the Kidlington Plan which a developer is using to try and build houses which is completely against the whole concept of what a Community Plan is trying to do. He felt it is too easy to seize onto Community Plans and try to make them fit in with what the developers are doing.

Cllr F Collingwood stated that he did agree that Council should respect whatever comes out of the Community Plan but we must make sure that those who are involved in it realise that Council's powers are very limited and that there are large areas where we have input but no decision making.

The Mayor then referred to the earlier requests presented by Mr Harry McMillan on behalf of the Heart of Woodstock group (HOW) in the public participation session and asked the District Councillors to remind Council on where they stand in their dialogue with WODC about parking. Cllr E Poskitt advised that the Traffic Advisory Committee were hoping to receive an update from Maria Wheatley, Parking Manager, WODC on the Woodstock Parking Review at their meeting being held the next day. The Mayor suggested that it would be appropriate and courteous that Council at their next meeting offer some kind of response to the requests presented by HOW. The Mayor asked Cllr E Poskitt to put forward a proposal at the next Council meeting as to what response Council should give to five requests. Cllr J Cooper suggested that it would be appropriate for the draft minutes from the Traffic Advisory

Committee meeting be brought to the next Council meeting and he would undertake to make the proposition from there about what way forward they are proposing. The Mayor accepted Cllr J Cooper' offer.

WTC130/18 PLANNING

Council considered the following applications:

- a) Ref: APPLICATION NO: 18/02419/LBC The Old Bank House 15 Market Street Woodstock
Internal alterations.

RESOLVED: WTC have no objection to this application.

- b) Ref: APPLICATION NO: 18/02459/HHD 36 Bear Close Woodstock
Conversion of existing garage to create study. (Part Retrospective).

RESOLVED: WTC request that WODC respond to the question of 'whether the conversion makes Bear Close a substandard highway' before the planning decision is made. The Town Clerk will also ask OCC Highways the same question.

- c) Ref: APPLICATION NO: 18/02482/FUL & 18/02483/LBC Coach House, Woodstock House, Rectory Lane
Garaging within residential curtilage / coach house and restoration of Gardeners' office / bothy building (to allow amendment to previous consent for a new garage 17/04096/HHD)

RESOLVED: WTC have no objection to this application.

- d) Ref: APPLICATION NO: 18/02332/S73 Tipping Meadow Green Lane Woodstock, OX20 1TU
Removal of condition 3 of planning permission 13/0569/P/FP to allow continuous use of car park.

RESOLVED: WTC wish to draw attention to the comments submitted by the resident at 46 Green Lane and ask that those are taken into consideration.

- e) Ref: APPLICATION NO: 18/02751/LBC 43 Oxford Street, Woodstock
Various internal alterations to renovate existing premises including removal of existing toilet cubicles and timber staircase. Installation of bespoke steel spiral staircase, security shutters, new WC and kitchen (amendment to Listed Building Consent 18/01557/LBC to allow repositioning of new WC and installation of kitchen).

RESOLVED: WTC has no comment other than the planner should ensure that the timber staircase being removed has no historic value.

- f) Ref: APPLICATION NO: 18/02846/HHD 18 Shipton Road Woodstock
Alterations and erection of first and second floor extension.

RESOLVED: WTC object to the above application on the grounds that is an overdevelopment of the already crowded site. The site was originally a semi-detached house that was made into terrace due to a third house being built to the side of the original No 18.

- g) Ref: APPLICATION NO: 18/02615/LBC 77 Manor Road Woodstock
Internal alterations to the existing ground floor WC and first-floor bathroom.

RESOLVED: WTC have no objection to this application.

WTC131/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2018

Cllr F Collingwood drew Council's attention to the Property Management Agents fee and asked that the Clerk clarify the period for which the fee was levied.

He also referred to the variances on 1100, 1110 & 1120 and confirmed that he would speak on this during the confidential session.

He went on to point out his concern that there was an outstanding rent payment under budget code 1050 but he now understood the payment had been made. The Clerk was asked to clarify this for the next meeting.

The Mayor proposed that the payments for July and August be approved and that the Bank Reconciliation Statements, Income and Expenditure Statements and Internal Controls undertaken since the last meeting be noted as satisfactory.

RESOLVED: The payments totalling £14,576.32 in the month of September were approved.

RESOLVED: The Bank Reconciliation Statements for September were noted as satisfactory.

RESOLVED: The summary and detailed income & expenditure statements for September were noted as satisfactory with the points made by Cllr F Collingwood above.

RESOLVED: The internal controls (Income Controls and Bank reconciliation) that have been undertaken since the last town council meeting were noted as satisfactory

The Clerk confirmed that the recommendation within the report was that Council agree to accept the quote from Company 2 for a new photocopier under a three year lease.

RESOLVED: Council agreed unanimously in favour of awarding the contract to Company 2.

WTC132/18 ENGAGEMENT OF INTERNAL AUDITOR SERVICES 2018/19:

Cllr F Collingwood proposed that the Internal Auditor is reappointed with a visit for the forthcoming financial year.

Cllr P Redpath asked for clarification that it would be acceptable for any Councillor to meet with the Internal Auditor during the visit.

RESOLVED: Council agreed unanimously in favour of reappointment with a visit but felt that they did not require the Internal Auditor to attend any Council Meetings.

WTC133/18 APPEARANCE OF THE ALLEYWAY BEHIND THE CROWN:

Cllr M Parkinson stated that further to his paper he felt that Council should talk to The Crown public house and residents adjacent to the alleyway before making any decisions on their behalf. He then proposed for the Council to formally investigate the issues in that area and to

consult the public house in question and the residents about how WTC can aid them to ensure that the area is kept presentable. The Mayor asked who would be the investigating team and went on to suggest Cllr M Parkinson and The Clerk.

RESOLVED: Council authorised Cllr M Parkinson to investigate further with the assistance of the Clerk and report back to Council. Cllr M Parkinson will also speak to British Telecom about reinstating a red telephone box next to The Crown which will be more in keeping with the town.

WTC134/18 MONITORING AIR QUALITY IN WOODSTOCK TOWN CENTRE:

Cllr P Redpath proposed that the existing monitors are relocated, with one being positioned 15 metres into Hensington Road from the junction with the A44 and the other being positioned close to the Chef Imperial restaurant.

RESOLVED: Council agreed unanimously in favour of the monitors being relocated.

WTC135/18 DISABLED TOILET FACILITIES IN THE TOWN HALL:

After a short discussion Council agreed for the Clerk to contact Breckon & Breckon to investigate possible location and cost for a disabled toilet in the Town Hall.

WTC136/18 URGENT PLANNING COMMITTEE:

Cllr E Poskitt proposed the following motion which was seconded by Cllr M Parkinson:-

that Council sets up an Urgent Planning Matters Committee to deal with applications where the period of consultation ends before the date of the next WTC meeting and where WODC Planning Department is unable, because of PIP approval, to extend the period of consultation beyond the date of the next WTC meeting. She suggested that the Committee has up to ten Councillors with a quorum of one third of the members (ie at least four Cllrs).

A vote was taken.

VOTE: For: 9 Against: 1 Abstaining: 0

RESOLVED: The motion was carried and it was agreed that all Councillors would be members of the Committee with the exception of the Mayor and Cllr P Redpath who opted not to be on the Committee.

WTC137/18 COMMUNICATIONS WORKING GROUP:

Report noted. The Mayor requested that the earlier agreement to engage in dialogue with Blenheim Estate and residents was included within the forthcoming newsletter.

WTC138/18 CIVIC RECEPTION UPDATE:

Mr B Yoxall with permission of Council confirmed that a good response had been received to date from those invited and arrangements for the Civic Reception are progressing well. Cllr E Poskitt thanked the Mayor for his personal contribution towards the cost of the event.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by The Mayor and seconded by Cllr J Cooper that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC139/18 QUOTES FOR REMOVAL OF POPLAR TREES:

Cllr P Redpath proposed which was seconded by Cllr A Grant that Council accept the quote submitted by Company B as recommended within the report.

RESOLVED: Council voted unanimously in favour of accepting the quote submitted by Company B without debate.

WTC140/18 PROPERTY MATTERS:

After some debate over the ownership of the old books in the Mayor's Parlour it was agreed that Council should obtain a response from WODC. If the books do belong to them and they do not want them back for WTC to dispose of them. Any books that relate to Woodstock Corporation should be sent to the archive in Cowley.

RESOLVED: That the Administrative Assistant would progress disposing of the unwanted books in the most efficient/effective way and sending any books relating to the Woodstock Corporation to the archive in Cowley.

Cllr A Grant advised that the issue relating to Woodstock Bowls and Tennis Club annual rent payment had been due to Breckon & Breckon having incorrect contact details and she reported that this had now been resolved.

After a brief discussion Cllr F Collingwood agreed that the money to cover the cost of replacing the remaining first floor wooden windows at the Community Centre, could be allocated from the Community Centre 'Routine Maintenance' budget and 'Unspecified Property Repairs' budget. Cllr E Poskitt requested that consideration should be given to fire escape facilities when the new windows are fitted.

Council considered the following motion proposed by Cllr A Grant which seconded by Cllr M Parkinson:-

Community Centre Windows

Woodstock Town Council agrees to the replacement of the old wooden windows and door with UPVC windows in accordance with acceptable quote.

Cllr A Grant recommended that the quote submitted by Company A be accepted as it gave best value which seconded by Cllr M Parkinson.

VOTE: For: 6 Against: 2 Abstaining: 2

RESOLVED: Council voted in favour of accepting the quote from Company A.

Cllr F Collingwood raised the outstanding issue of the forfeiture of the lease on one of the properties owned by the Council.

After a lengthy debate The Mayor suggested that the Clerk contact Freeths to ask the questions raised by Cllr F Collingwood relating to the forfeiture of the lease under clause 35 :-

- 1) now that the Company has applied to be struck off is the lease forfeited
and
- 2) if it is forfeited is the guarantee still valid or is Council's position weakened?

Cllr F Collingwood added that the Clerk should request a response within a 5 working days. It was agreed that the communication from the Clerk should be in writing. He also stated that a second opinion from an independent solicitor should be sought if no response is received from Freeth within the stated timeframe. The Mayor proposed that Cllr F Collingwood assist the Clerk with the wording of the communication.

The Mayor called for a vote to be taken.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The motion was carried

The meeting closed at 21.29hrs

Signed:

Date:

**MINUTES OF THE EXTRA ORDINARY MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 23rd OCTOBER 2018
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. A Grant (Deputy Mayor - Chair)
Cllr. J Cooper
Cllr E Poskitt

Cllr. F Collingwood
Cllr. J Cooper
Cllr S Rasch

WTC141/18 APOLOGIES FOR ABSENCE:

Cllrs D Davies, P Jay, M Parkinson, U Parkinson, P Redpath, Mrs P Redpath and S Parnes.

WTC142/18 DISCLOSURES OF INTEREST:

There were no disclosures of interest.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr F Collingwood and seconded by Cllr A Grant that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC143/18 PROPERTY MATTERS:

Cllr Collingwood proposed and Cllr Cooper seconded that the recommendations set out in the report were approved.

A vote was then taken.

VOTE: For: 4 Against: 0 Abstaining: 1

RESOLVED: The motion was carried

The meeting closed at 20.00 hrs

Signed:

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th NOVEMBER 2018
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr M Parkinson
Cllr E Poskitt

ALSO IN ATTENDANCE: Some ten members of the public. Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

WTC144/18 APOLOGIES FOR ABSENCE:

Cllrs D Davies, P Redpath and Cllr I Hudspeth.

Cllr S Parnes did not attend the meeting and no apologies were received from him.

WTC145/18 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 10 Blenheim Talks: Personal interest as he is a trustee of Oxfordshire First Community Trust.
Cllr J Cooper	Item 13 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr A Grant	Item 18 Property: Personal interest as Breckon & Breckon are the Estate Agents selling her house.
Cllr P Jay	Item 5 Town Clerks Report (Advert for Mayors Carols): Prejudicial interest as he is the Editor of the Woodstock & Bladon News.
Cllr E Poskitt	Item 13 Planning (a, b, c, d, f & g): Personal interest as she is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 13 Planning (e): Prejudicial interest because of where she lives – 11 Hedge End.

WTC146/18 PUBLIC PARTICIPATION SESSION:

Jo Lamb addressed Council on behalf of the Heart of Woodstock (HOW) group. HOW are requesting that Council sanction the proposal from Cllr Hudspeth that the hourly bays in Market Street plus the 18 or so 1 hour bays in High Street, from the Chef Imperial to the Buttery, revert to being treated as unenforceable. She also advised that Cllr Hudspeth had generously offered to cover any consequential financial cost. Jo also felt that by supporting the proposal Woodstock will be gaining more factual knowledge which can only benefit the parking and traffic review.

Bob McGurrin addressed Council on behalf of the Woodstock Action Group (WAG) who along with many other communities are a member of a local coalition the Cherwell Development Watch Alliance (CDWA). The CDWA are trying to protect the countryside and Green Belt North of Oxford from incursive development. He raised the concern that the Inspector at the Examination In Public on 28th September had sided with the Cherwell District Plan and confirmed that the CDWA were now seeking legal aid and advice in order to present its case at the final Examination In Public to be held in the New Year. As this will be quite costly he urged Woodstock Town Council in the interests of Woodstock Town act by making a sizable donation to the Cherwell Legal Fund.

WTC147/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 9th OCTOBER 2018 AND THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 23RD OCTOBER:

The minutes of the meeting held on 9th October were approved with the following agreed amendments:-

WTC131/18 paragraph 4, line 1 change removed the words 'July and August' and replace with September.

After a debate on their content the minutes of the extraordinary meeting held on 23rd October were approved without amendment.

WTC148/18 REPORT FROM THE TOWN CLERK:

The Clerk advised that two of the items within her report had financial implications and in hindsight should have been included as individual agenda items. She will ensure that her report will in future only contain items to be noted and not those that require decisions.

Complaint From Resident

Council agreed for the Clerk to use the wording contained within her report (shown below in bold) to respond to a complaint received from the partner of the organiser of the 'Original Woodstock Christmas Market' relating to WTC's previous response to the organiser's request to advertise her event.

I would like to enquire as to why the "Protocol isn't publicly available on the WTC website among policies?

The council is not obliged to put its policies on the website. However the council policies are public documents and can be viewed by making an appointment with the Office.

I would also like to request a full copy of the protocol to be emailed to myself.

I have attached a copy of the protocol as requested.

I would also like to draw you attention to the fact of the cooperation of WTC on the WUTW town map which lists approximately 24 town business's in the centre of Woodstock a mere fraction of high street business I site this as an example of council collaboration on a commercially biased publication

Woodstock Town Council agreed some years ago that WUTW could have a link from to their website from the WTC website but WTC does not formally publicise their events and has no control over what information is displayed on their website. The Woodstock Christmas Market event being held at The Holt Hotel is not in Woodstock (even though it is called Woodstock Christmas Market). Therefore, even if we did advertise individual events this one would not qualify and we would indirectly be advertising The Holt which is a commercial business.

Lastly the lack of acknowledgement or holding response of the initial letter.

I have checked and can advise you that Woodstock Town Council do not have an official policy stating the time scale for replying to incoming communications. Upon responding to your email I did apologise for the delay in responding to the original email from the event organiser. You are welcome to leave some flyers advertising your event on the table in the Foyer of the Town Hall.

Request From Wake Up To Woodstock To Purchase Strings Of Unused Christmas Lights

The Clerk advised that a request had been received from the organiser of the Woodstock Festive Fayre as part of Wake Up To Woodstock (WUTW) to purchase some strings of the Christmas Lights that are now surplus to WTC's requirements. She confirmed that a local electrical company Darke and Taylor had agreed to check the lights were safe to sell onto WUTW. As WUTW is a non-profit making organisation the Clerk proposed that a nominal donation would be made by WUTW either towards the Mayor's chosen charity or the 2019 Christmas Lights budget.

After a brief debate Council approved the request for Wake to Woodstock to purchase some of the strings of lights and for the Clerk to agree the amount of the nominal donation that they would make as payment.

Mayor's Carols - Father Christmas & Advert In Woodstock & Bladon News

The Mayor confirmed he had heard from Father Christmas that he would be visiting the Mayor's Carols on Saturday 8th December 2018.

The Deputy Mayor then took the chair for the discussion and decision on whether Council should agree to an advertisement for the Mayors Carols being placed in the Woodstock and Bladon News as the Mayor had declared a pecuniary interest due to being the Editor of the publication.

There was a brief discussion during which the point of WTC being charged for the advertisement was raised. Cllr U Parkinson suggested that WTC obtain as large an advertisement as possible for as little payment as possible. Cllr F Collingwood proposed that rather than have an advert in the publication WTC submit an article promoting the Mayor's Carols as articles in News are free.

Council agreed to pay for an advert on the proviso of getting as large an advertisement as possible for as little payment as possible. It was also agreed that an article promoting the event would be submitted for inclusion in the publication.

WTC149/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received and noted due to him not being able to attend the meeting.

Council agreed to the proposal from The Mayor to bring agenda Item 19 forward.

WTC150/18 BURFORD WEIGHT LIMIT:

As Cllr P Redpath had been unable to attend the meeting Cllr T Redpath gave a brief outline of his report before proposing the following motion, seconded by Cllr A Grant, on his behalf :-

- *WTC deplores the fact that because of offered private funding, Oxon CC can*

add public resources for the selfish benefit of one community to the possible detriment of many others, and asks if this sets a precedent for any community to find private funding to impact on the public highway system?

- *WTC asks about the form and timing of a public consultation event. Woodstock and A44A were invited to attend a public consultation forum set to be held on 1st February but deferred. No subsequent invitation to such an event was received.*
- *The previous WTC objections remain, and these are extended to a so called experimental weight limit for Burford realising that once habits are changed it is difficult - if not impossible - to reverse them, so a temporary limit after a period of 18 months will become a new permanent.*
- *Woodstock Town Council deplores the officer recommendation to the Oxon CC cabinet member for Environment and the lack of attention and reference made to the researched objections of those communities living on and affected by the heavy vehicles using the A44.*
- *There is no evidence of the requested origin and destination survey which would give an indication of the alternative routes that would be used by heavy vehicles displaced from Burford. Nor is there evidence of sufficient air quality monitoring in towns and villages both in Oxon and Glos that could be affected by the displacement and where the canyon effect in terms of retaining pollution is obvious,*

Cllr E Poskitt stated that WTC should make the point that one round of surveys in various places before the change is inadequate. She said that days vary considerably and suggested that there should be a minimum of two more before the change is made.

The Mayor asked if the suggestion made by Cllr E Poskitt was being proposed as an amendment to the motion. She said that the motion does not say anything specifically about the number of surveys and she and she felt it should say WTC feel that one survey before the change is inadequate. Cllr T Redpath confirmed she would be happy to accept that as long as it does not reflect that WTC are happy for it to go ahead if they do two surveys.

Cllr J Cooper said that he had applied to speak to the County Council Sub-committee of the Cabinet on Thursday 29th November and will be trying to persuade Cllr Constance not to approve this experimental order as to do this in isolation would be highly regrettable.

Cllr F Collingwood proposed that the motion should be sent by way of a letter to the Cabinet of Oxfordshire County Council, Cllr T Redpath replied that she had assumed that if the motion was passed that is what would happen.

Cllr E Poskitt proposed that the third bullet point of the motion be amended as follows:-

- *The previous WTC objections remain, and these are extended to a so called experimental weight limit for Burford realising that once habits are changed it is difficult - if not impossible - to reverse them, so a temporary limit after a period of 18 months will become a new permanent. We do not believe that one survey before the change can possibly be definitive of what would be indicative of the general situation.*

CLlr T Redpath agreed with the amendment and a vote was taken:-

VOTE: For: 9 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC151/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The District Councillors' report was received and Cllr Collingwood asked Cllr Cooper who was the new leader of the Liberal Democrats. Cllr Cooper replied that they had not yet had a group meeting to resolve this matter.

WTC152/18 COMMUNICATIONS:

The Mayor spoke of the Library building being condemned and that the County Council had made temporary arrangements for the Library to operate by using facilities within the Museum. He felt that at present no one had the foggiest idea whether the Library would be rebuilt on the present site but he felt it would not. The Mayor expressed that the future of the Library and where it is located is a very important subject for the community and assured those attending the meeting that WTC would make representations at the County at the appropriate time. He said that it may also become part of the discussions that Council is having with the developer (Blenheim) about developments and changes in that part of the world.

The Mayor referred to the events of the previous weekend and said he felt that the Civic Reception, held in the Community Centre which he hosted was a considered a success. He thanked Mr Brian Yoxall and the Deputy Mayor for all their hard work in organising the event. The Mayor also extended his thanks to the Deputy Mayors Consort Mr J Grant for all his help in the background during the setting up and during the Remembrance Sunday Reception. He also paid tribute to other members of Council staff including the Caretaker Mrs J Hibbard and the Deputy Caretaker. Mr I Watkins for the role they played in ensuring the events were a success.

Cllr E Poskitt added that the Deputy Mayor should also be thanked for her contribution towards the drinks for the Remembrance Sunday Reception. The Mayor thanked Cllr E Poskitt for reminding him of that.

Cllr J Cooper also paid tribute to Mr J Jay, for helping The Mayor achieve his role on the day with dignity.

Cllr F Collingwood also added that thanks be extended to the Administrative Assistant, Mrs C Inker for the administrative work she put into the preparation and coordination of both events which resulted in them running so smoothly.

WTC153/18 QUESTIONS

The following question has been submitted by Cllr S Parnes:-

1. Why did the Mayor not disclose an interest during the 11th September WTC meeting in which three of the four Councillors who did not support the Council's June Resolution (WTC44/18) for "Allocation of Council email addresses, immediately, to all Council Members ... "subsequently without rescission supported a somewhat contradictory Council Resolution (WTC100/18) in September for separation of Councillor email services from the Council's existing email and IT provider in a scheme offering no support and thereby rendering Councillors with an inferior and potentially less secure and reliable

service than that provided to Town Hall staff despite most of the email traffic and content being identical? The Mayor seconded the September motion to provide unsupported email service to Councillors and for the job to be awarded to an associate and working colleague of the Mayor from a non-Council, media production/publishing sector enterprise without either declaring an interest, recusing himself from chairing the discussion or refraining from voting - why?

The Mayor responded: Because I was aware of no interest to declare. I left the matter of making recommendations on this matter entirely to Cllr F Collingwood, taking care to bring to his attention a local practitioner of whom I had exceptionally good experience, since he works as an unpaid volunteer for a newspaper I edit. He has also done paid private work for me on IT problems. I seconded Cllr F Collingwood's motion because I thought it was sensible.

2. Many councils do better than Woodstock Town Council in transparency and accessibility by enabling official Minutes to remain on display on public noticeboards until newer Minutes are approved, but in Woodstock Minutes have come to remain on noticeboards for limited time and more often than not are not on display on all noticeboards. Is the Mayor willing to act towards (a) ensuring Minutes remain on display until replaced, when absolutely necessary using smaller pages; and (b) ensuring Town Council Noticeboards contain a link to the Minutes page of the Council website for reference.

The Mayor responded: I have asked the clerk to see what she can do.

3. Will the Mayor reflect, retract and apologise for his 30th October email depiction circulated to Councillors when in relation to recent developments in the Cherwell Local Plan process he stated: "This is the sort of thing that, however wrongly, turns ordinary people in their despair at the share [SIC] unreason of the thing into terrorists."? Can the Mayor understand the deep offence caused by circulating such comment, particularly at a time between the 27th October Pittsburgh massacre and the WWI Centenary remembrances, and does he agree that terrorists are puppets of violent extremists and not the product of controversial local plan policies or HM Government?

The Mayor responded: I apologise for the spelling mistake. I am sorry if any councillor is offended; but I see no connection between the appalling events in Pittsburgh and my responsibilities in Woodstock.

WTC154/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC155/18 BLENHEIM TALKS:

The Mayor referred to his report which had been written before himself and Cllrs T Redpath and F Collingwood had met with Blenheim on Friday 9th November. He stated that in his opinion the talks started promisingly but he acknowledged that it would take until this time next year if successful to reach any kind of conclusion. The Councils main priorities were put on the table as listed in the report and shown below:-

- Affordability of housing
- New Doctors' surgery
- The provision of schools

- The provision of Woodstock Under Fives Association (WUFA) on its present site or equivalent
- Other infrastructure - including roads and sewerage
- Green spaces, especially the protection of the recreation ground
- Added parking facilities in the centre of town

Blenheim's suggestion of a facilitator jointly appointed by them and the representatives from the Council was also discussed as was the proposed programme for the forthcoming Town Meeting.

The Mayor recommended that Council

- 1) *takes note of the Team's report;*
- 2) *agrees that Cllr M Parkinson should be added to the team;*
- 3) *that Council to take three separate votes on the proposition that the Community Plan, Wake up to Woodstock (WUTW) and Heart of Woodstock (HOW) groups should be invited to attend future consultation meetings.*

The Deputy Mayor asked whether a representative from the Doctors Surgery should be involved.

Cllr F Collingwood agreed that Council should continue to talk to Blenheim but said that he has reservations as the motives of developers are sometimes opaque.

Cllr T Redpath commented that she had some qualms about the facilitator being paid for by Blenheim as this could give the perception that 'he who pays the piper calls the tune'. She went on to confirm that the Mayor is very keen that there is joint ownership of this service. Cllr T Redpath personally felt that it would be wrong to include individual groups that have been singled out to be party to the talks. She suggested that a focus group meeting should be held to which all organisations in Woodstock plus certain members of the general public should be invited so they can give their input which could be carried forward by the facilitator to the consultation and used by the Community Plan group to follow on behind and use when devising a questionnaire. She did feel that the Community Plan group should have some representation in meeting with the facilitator.

Council agreed unanimously in favour of taking note of the Team's report. Apart from Cllr M Parkinson who abstained from voting, Council were all in favour that Cllr M Parkinson should join the team.

Council then voted separately on the proposition that the Community Plan, Wake up to Woodstock (WUTW) and Heart of Woodstock (HOW) groups should be invited to attend future consultation meetings.

Community Plan Group

VOTE: For: 4 Against: 4 Abstaining: 1

The Mayor used his casting vote to retain the status quo and he voted against the Community Plan Group being included in the meetings.

RESOLVED: The Community Plan Group would not be included in the meetings
Wake up to Woodstock (WUTW)

VOTE: For: 3 Against: 6 Abstaining: 0

RESOLVED: Wake Up To Woodstock would not be included in the meetings.

Heart of Woodstock (HOW)

VOTE: For: 2 Against: 7 Abstaining: 0

RESOLVED: Heart of Woodstock (HOW) would not be included in the meetings.

After hearing Cllr T Redpath's comments relating to the Focus Group and Facilitator Cllr A Grant said it was not necessary to vote on the representative from the Doctor's Survey as all businesses, groups and residents will be included in the consultation.

WTC156/18 CHERWELL LOCAL PLAN UPDATE:

Cllr T Redpath presented her report and proposed that Council approve the recommendations made within it. She confirmed that she had spoken to Graham Keevill and he had agreed that it would better to wait and see how the inspector is framing his questions before updating his heritage report.

Cllr T Redpath went on to advise that the local Campaign to Protect Rural England (CPRE) are seeking a legal opinion which they are concentrating on the Green Belt challenge because they do not believe that the exceptional circumstances have been demonstrated to allow them to go into the Green Belt. She also mentioned that Oxford City Council had issued its Local Plan for consultation and Woodstock Town Council will need to comment on it at their next meeting. Her view was not just to fight against development on the Green Belt between Woodstock and Oxford but to concentrate on opposing the number of dwellings proposed and reducing this figure.

Cllr T Redpath finished by referring to the request made earlier by Dr B McGurrian for WTC to make a donation towards the CDWA legal investigations. She confirmed that there was £2,000 in WTC's accounts that could be used for this kind of event and formally asked:-

- 1) *WTC is therefore asked whether it wishes to contribute towards legal investigations into the process;*
- 2) *Does WTC also wish to commission its own planning consultant (other than Graham Keevill) to represent the Woodstock case on other more Woodstock based issues?*

A brief discussion followed during which Cllr J Cooper asked for it to be recorded that the Green Belt also comes out into the other four District Councils in the County (Cherwell, Vale, South & West) and stated he would continue through the Growth Board Scrutiny Committee to challenge the assumptions in the Oxford City Local Plan.

Cllr E Poskitt thought that having someone from the community to speak strongly and from the heart can get the message over better. She expressed concern that Woodstock is the only bit that is not in the Green Belt.

A vote was taken on the following recommendations from Cllr T Redpath's report:-

- 1) There is an outstanding resolution to ask Graham Keevill to update his heritage report and to attend the hearing on our behalf. This is to ensure that the elements particular to Woodstock i.e. the impact on the World Heritage Site are properly presented;

RESOLVED: Council voted unanimously in favour of Graham Keevil updating his report and attending the hearing on WTC's behalf once it is known how the inspector is framing his questions.

- 2) Does WTC also wish to commission its own planning consultant (other than Graham Keevill) to represent the Woodstock case on other more Woodstock based issues?

RESOLVED: Council agreed not to commission its own planning consultant as it was felt that it's money would be better spent contributing to the action being taken by CDWA.

- 3) Woodstock has shared issues with the other affected communities in regard to the traffic and air quality impacts, as well as sharing their view that the so-called unmet need figures are spurious. WTC is therefore asked whether it wishes to contribute towards legal investigations into the process;

In view of the request made by Dr McGurrin in the public participation session and Cllr T Redpath's earlier proposal, the above motion was amended by Cllr T Redpath as shown below which was seconded by Cllr E Poskitt:-

Woodstock Town Council would contribute up to £2,000 towards CDWA's legal advice.

A vote was then taken:

VOTE: For: 8 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

WTC157/18 WOODSTOCK PARKING REVIEW:

Cllr J Cooper read out the following email he had submitted to the Clerk late in the evening of Sunday 11th November in relation to the Woodstock Parking Review:-

My sincere apologies for the report on parking which was promised at the last meeting.

As members will see at the bottom of minute 8 of the Traffic Advisory Committee dated 10th October that West Oxfordshire advised changing regulation at this juncture would cause confusion with the survey that they will be undertaking in next month or so I understand. So I am not making any recommendations because to give the District Council grounds to say that Town Council had been the reason for delay is not what I believe is in the best interests of the community.

One small internal Town Council matter I do think we can review is greater daytime use of the Bowls and Tennis car park which I believe can not only be used for Town Council staff who work in the Town Hall but also for the Community Centre offices

where we have several offices leased out. This would potentially release two spaces in the Hensington Road Car Park and reduce congestion in New Road. It would need a new lease maybe with the Bowls and Tennis club but we need to try every little gambit we can.

The Mayor clarified that the above would be the reply to HOW in response to their representations to which Cllr J Cooper confirmed it was. The proposal was seconded by Cllr E Poskitt.

A vote was taken.

VOTE: For: 6 Against: 1 Abstaining: 2

RESOLVED: The motion was carried.

WTC158/18 PLANNING

Council considered the following applications:

- a) Ref: APPLICATION NO: 18/02843/LBC Bartholomew House, 9 Market Street, Woodstock
Internal and external alterations including replacement of porch roof.

RESOLVED: WTC have no objection to this application.

- b) Ref: APPLICATION NO: 18/02763/S73 20 Cadogan Park, Woodstock
Variation of condition 2 of planning permission 18/01320/HHD to allow the use of chopped natural stone (in place of Ashlar stone) to both front and rear elevations, and the first floor windows and roof lights to South elevation to be omitted.

RESOLVED: WTC object to the application on the basis the existing materials and finish are buff brickwork and the proposed materials and finish will be Cotswold ashlar, natural stone and self-coloured render which it is felt is not appropriate. WTC raised concern as to whether the plans received were the latest copies.

- c) Ref: APPLICATION NO: 18/01320/HHD 20 Cadogan Park, Woodstock
Demolition of existing garage, porch and single storey rear extension. Construction of single and two storey extensions to both front and rear of elevations to include Juliette balcony to rear bedroom. Widening of existing access.

RESOLVED: WTC object to the application on the basis the existing materials and finish are buff brickwork and the proposed materials and finish will be Cotswold ashlar, natural stone and self-coloured render which it is felt is not appropriate. WTC raised concern as to whether the plans received were the latest copies.

- d) Ref: APPLICATION NO: 18/02484/S73 Land East Of Woodstock, Oxford Road, Woodstock
Variation of Conditions 4 (approved plans), 19 (LEMP), 22 (tree protection) and 23 (landscaping), as well as minor changes to 28 (Design Code) of planning permission 16/01364/OUT to allow amended plans to Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 1100sqm of A1/A2/B1/D1 floor space; associated infrastructure, engineering and ancillary works; provision of public open space;

formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure and engineering works.

RESOLVED: Woodstock Town Council again opposes the new layout on the grounds of safety, traffic flow, aesthetic and cost so puts forward alternative proposals.

1. It is proposed that there will be one traffic light on each side of the road. When a bus is stationary at the proposed northbound bus stop, it will block the view of southbound traffic of the traffic light on the right hand side of the road. If they miss the left hand light they may collide with pedestrians correctly on the crossing.
2. Passengers alighting from buses stationary at the bus stop will cross the road behind the bus with restricted visibility of traffic coming from the north.
3. Both the northbound and southbound bus stops are on the main carriageway with no provision for a layby to allow other traffic to pass on the busy A44. Whilst the Council accepts that most passengers will be alighting from northbound buses so causing a minimal delay to other traffic, it is anticipated that most passengers at the southbound stop will be boarding the bus. In the peak morning rush hour passengers will be paying for tickets or having them checked so each bus may be stationary for 90-120 seconds blocking following traffic. There are six buses to Oxford an hour and two to Witney. Using the lower 90 second delay this means the road will be blocked for 12 minutes each hour.
4. Historic England and the body responsible for the World Heritage site did not object to the initial development proposals for the site provided that the rural approach to Blenheim Palace was maintained. The Council believes that the introduction of traffic lights urbanizes the approach to the World Heritage Site.
5. The maintenance of traffic lights will be an ongoing cost for Oxfordshire County Council's already stretched finances.

Woodstock Town Council agreed the following alternative proposals to mitigate these problems:

- A pedestrian refuge should be put in the middle of the road replacing the traffic lights. The refuge will be cheaper to build and maintain and pedestrians will be able to negotiate traffic from one direction at a time when crossing the road.
- The money saved from the erection of traffic lights can be used to create a layby for the southbound bus stop thereby easing traffic flow.
- A footpath running from the development up the north-east side of the A44 to link with Hensington Gate.
- Consideration for a controlled pedestrian crossing at Hensington Gate.

Woodstock Town Council also wishes to register that they oppose the intended removal of 50% of the original car parking spaces.

Woodstock Sewerage System

Woodstock Town Council are aware and raises concern of the immediate problems with the town sewage system that have been unresolved over many years, despite the continuous complaints, particularly apparent by the ever reoccurring stench from the Brook Hill plant and the constant tankering of fowl waste.

This alone is unacceptable but the potential huge amount of development to be foisted on Woodstock gives great cause of concern to address the unquestionable need for the upgrade of Woodstock's sewage system to accommodate not only the present demand but also to eliminate the overload of the existing system that cannot cope now let alone any additional pressure from many more households.

- e) Ref: APPLICATION NO: 18/02574/RES Land East Of Woodstock Oxford Road Woodstock
Reserved Matters application for landscaping, appearance, scale, access and layout for the construction of 254 dwellings together with 884sqm (GIA) of class uses A1, A2, B1 and D1 floorspace and associated infrastructure, engineering and ancillary works including provision of public open space and formation of accesses.

RESOLVED: Woodstock Town Council again agreed with the following valid points that were submitted by a resident as shown below:-

The papers include many references to landscaping and incorporating green areas into the street scene. The one area where there is no attempt whatsoever to landscape is the only area where the development is up against existing buildings: Hedge End (where I live), Flemings Road and Plane Tree Way. This adds insult to injury.

My back garden extends about 11 metres to the development site. My neighbours on both sides will be significantly closer to the development (I am not sure that the plans include the extensions that have taken place at number 13). The back gardens in Hedge End diminish in depth as the houses get closer to Flemings Way. The garages – or I think that is what they are – of the houses planned over our garden hedges are relatively close to our land – more or less as close as any houses overlooking elsewhere on the plans.

The back gardens in Hedge End face south. Light, particularly in winter, seems threatened by the new dwellings. Whilst, I have been told that the impact of the development can be mitigated by landscaping, extensive 'landscaping' is not what a south facing garden, the enjoyment of which includes its sunny aspect even in in winter, needs.

We are going to have great difficulty making Woodstock East a part of the community of Woodstock. It is essentially an excrescence attached to Woodstock and with the main link via a very busy main road. Whilst there are some footpaths into the Hensington Estate they do not provide very direct ways into Woodstock and it is difficult to know how much they will appeal as ways into town. There is a green area for play etc. next to the School playing fields. A green area between the houses of Hedge End etc. might encourage both sides (Hensington Estate and Woodstock East dwellers) to exercise their dogs and allow children to play and encourage social interaction between the two estates. It could also provide homes for the hedgehogs, frogs, partridges, pheasants, barn owls, muntjaks and stoat (?weasel) which make occasional visits to Hedge End gardens, as well as encouraging bird life and butterflies.

Looking at the plans there are a number of dwellings (Plots 10, 22, 24/25, 31/32, /45/46) where nose-to-tail parking outside a house is necessary to create two car spaces. Planning for

this sort of parking for three-bedroom houses where two car households seem likely, is not good. Cars are likely to have reverse out into the road and idle around whilst the other car is reversed out if it needs to go out first. This will be at a time when the neighbours may be carrying out the same manoeuvres and when there will other cars being driven to work on these shared areas.

Do we really need three storey commercial buildings in the middle of the estate?

(Not a planning matter). Although the papers endlessly comment on the 'unattractive' approach to Woodstock created by the Hensington Estate, I find this inappropriate and slightly offensive. Hensington Estate was the result of the style of its time and, in the course of time, the Woodstock East estate may come to be seen as an unattractive edge to the town. 'Unobtrusive' would be a better description of the view of the Hensington estate as you can barely see the development across the fields unless you are on the top of a double decker bus (when of course no matter of screening is likely to hide the fact for future tourists that they are entering Woodstock suburbia as they approach The World Heritage Site).

- f) Ref: APPLICATION NO: 18/02911/FUL 18 High Street, Woodstock
Conversion of maisonette to form two flats and installation of velux. (Retrospective).

RESOLVED: WTC object to the application on the basis that there are no parking facilities allocated for residents which would exacerbate the parking problem in the centre of Woodstock even more.

- g) Ref: APPLICATION NO: 18/02912/LBC 18 High Street, Woodstock
Conversion of maisonette to form two flats and installation of velux.

RESOLVED: WTC object to the application on the basis that there are no parking facilities allocated for residents which would exacerbate the parking problem in the centre of Woodstock even more.

- h) Ref: APPLICATION NO: W/18/01101/PRMV Brothertons Brasserie, 1 High Street, Woodstock
Application for variation of premises licence.

RESOLVED: WTC have no objection to this application.

WTC159/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – OCTOBER 2018

Cllr F Collingwood confirmed that the period of the payments to Breckon & Breckon which was queried at the October meeting was for the period of one month.

Cllr F Collingwood proposed, seconded by Cllr J Cooper that the payments for October be approved and that the Bank Reconciliation and Income and Expenditure Statements be noted as satisfactory.

RESOLVED: The payments totalling £20,565.45 in the month of October were approved.

RESOLVED: The Bank Reconciliation Statements for October were noted as satisfactory.

RESOLVED: The summary and detailed Income & Expenditure Statements for October were noted as satisfactory with the points made by Cllr F Collingwood below:-

Page 8 Corporate Property

Budget code 1100 - the rent on the property is paid quarterly and the tenant had paid the June quarter rent but had to date not paid the September quarter.

Budget code 1115 - the rent on the property was paid up until July after which time the property became vacant which means the shortfall of income is permanent

Page 7 Community Centre

Budget code 1050 - there was a mistake in the time of the receipt of the rents and the tenants only owe rent for October.

The completion of the External Audit was also noted as being satisfactory, Cllr F Collingwood reported that there was only a slight change to the election expenses.

WTC160/18 TRAFFIC ADVISORY COMMITTEE:

The minutes of the Traffic Advisory Committee meeting held on Wednesday 10th October were noted.

Shared Footway/Cycleway between Bladon and Long Hanborough Station

The Mayor proposed that the Council write to Mr Owen Jenkins, Director for Infrastructure Operations at Oxfordshire County Council using the wording contained within his report which was seconded by Cllr J Cooper.

After a brief discussion a vote was taken.

VOTE: For: 9 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Parking

The experimental TRO suggested by CCllr I Hudpeth to convert the 1 hour bays on High Street from the restaurant to the Buttery and also the 1 hour bays on Market Street outside the Woodstock Arms into 3 hour bays was discussed.

Cllr M Parkinson said that although he thought in principle the experimental TRO was a good idea he did not think it would be right to implement it at the present time as it may distort any figures the WODC obtain when conducting the parking review.

Cllr F Collingwood wanted to make it absolutely clear to HOW that this Town Council has influence (we hope) but it has no decision making powers whatsoever over the parking regulations or enforcement.

Council voted against supporting the use of the above experimental TRO.

WTC161/18 WINTER WEATHER PREPAREDNESS:

Cllr D Davies had confirmed by email and expressed that he would like to continue as Councillor responsible for winter weather preparedness with the assistance from Cllr M Parkinson.

Council agreed to fully support the proposal.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr F Collingwood and seconded by Cllr J Cooper that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC162/18 COUNCILLOR EMAIL ADDRESSES:

Cllr F Collingwood questioned whether it was in order to take the motion proposed by Cllr A Grant on the grounds that the matter had already been covered within the last 6 months (under Standing Order 11). Cllr F Collingwood stated that his reasons for objecting were that the matter was discussed in June and again in September and he felt that no new information had been put forward, but if it had it would still be irrelevant under Standing Order 11 unless 10 signatures had been obtained.

Cllr A Grant responded to say that discussing the matter in September after a resolution had been passed in June had also not been in order in her view.

Comments were made by both Cllr T Redpath and Cllr M Parkinson relating to whether the provision of email addresses by a one man organisation that was approved at the September meeting were secure. Cllr A Grant queried the fact that the specification for the package offered by the one man organisation was not the same as the one offered by the other companies.

The Mayor stated that a ruling was needed but as he had a pecuniary interest he would hand over the chair, he would normally pass over the Chair to the Deputy Mayor but as it was her motion she could not take the Chair. He asked that with the approval of Council the Chair be passed to Cllr J Cooper who had not been involved in the matter.

Council took a vote and it was agreed that Cllr J Cooper chair this agenda item and make a ruling. Cllr J Cooper read out Standing Order 11a for clarification. He then went on to rule that as Council has received a report with new information from Cllr A Grant the motion proposed below and seconded by Cllr T Redpath can be discussed:-

In view of the differing specification showing £3.89 with no support and £7.95 with support, and taking in to account the necessity for Councillors to each have a specific council email address as opposed to using their personal one with reference to Data Protection legislation. WTC agree to the allocation of email address using company 3 giving time to review other options with the same specification.

Cllr A Grant stated her position on the matter. In response Cllr F Collingwood questioned the annual cost to Council.

The reason the quote from the current IT supplier was done on a different basis was that they would not offer Council opportunity to use the cheaper option of the group email that was within the software Council has already got.

Cllr M Parkinson said that as Council are not tied down to an ongoing contract and in view of the GDPR legislation Council should ensure they are compliant in having secure and supported email addresses, using the supplier recommended within the motion whilst exploring more cost effective alternatives.

A vote was taken.

VOTE: For: 6 Against: 2 Abstaining: 1

RESOLVED: The motion was carried.

WTC163/18 PROPERTY MATTERS:

The following recommendations from the monthly property report were agreed by Council

- After seeking valuation and receiving confirmation that the books had no saleable value, WTC agreed to dispose of the old books to a charity shop such as the Save the Children book shop in Woodstock as they will at least get money for sending these books to be pulped.
- That an agreement should be drawn up for the tenant of the cobbled area to sign and the annual rent of £700 will remain the same.

Action Point: Cllr F Collingwood agreed to obtain advice (free of charge) on the Council's legal position, as the tenant has been paying rent on an annual basis without having a legally binding lease. Cllr A Grant agreed to find out how much Breckon & Breckon would charge Council to draw up a lease for the rental of the cobbled area.

- WTC proceed with the one year lease of 4 Park Street, subject to references to a family who are looking to buy a property in the area.
- Council to go ahead with re-letting 6 Park Street as soon as the floor has been repaired and heating has been installed in the property.

Action Point: Cllr F Collingwood asked that the tenant's lease is checked to ascertain their liability for repairs to the floor and if the tenant is liable then the cost is added to their arrears. The Clerk will approach Breckon & Breckon to obtain quotes for both repairing the floor and installing heating.

The meeting closed at 21.29hrs

**MINUTES OF THE BUDGET MEETING OF
THE WOODSTOCK TOWN COUNCIL
AT 7.30PM ON TUESDAY 27th NOVEMBER 2018
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr. M Parkinson

Cllr A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr. E Poskitt

The Mayor addressed the meeting and paid tribute to the Clerk for all her hard work over the past few days overseeing the installation of the Christmas Lights. The Clerk confirmed that she will have a debrief meeting with Dennis Allen, Wake Up To Woodstock (WUTW) and Simon Newton, Director of Darke & Taylor obtaining a better understanding of the 'Night Of A Thousand Candles' event and to discuss health and safety issues relating to the Christmas Lights being manually switched on.

WTC164/18 APOLOGIES FOR ABSENCE:

Cllrs D Davies, U Parkinson, P Redpath, T Redpath & S Rasch.

Cllr S Parnes did not attend the meeting and no apologies were received from him.

WTC165/18 DECLARATIONS OF INTEREST:

Cllr J Cooper **Item 6 Budget 2019-20 (iv)** Personal interest as he is a member of Woodstock Youth Club Committee

Cllr J Cooper **Item 6 Budget 2019-20 (iv)** Personal interest as he is the Treasurer of Sustainable Woodstock

Cllr A Grant **Item 6 Budget 2019-20 (iv)** Personal interest as she is the Secretary of Woodstock Youth Club Committee

Cllr E Poskitt **Item 6 Budget 2019-20 (iv)** Personal interest as she is a member of Sustainable Woodstock and does work for VLU Good Neighbours.

WTC166/18 PUBLIC PARTICIPATION SESSION

None

WTC167/18 QUESTIONS

The following questions were received:-

- 1) The recovery of the outstanding rent makes a material difference to the Council's 2019/20 Budget. Following the decisions at the Council meeting on Tuesday 23rd October, on what date was the formal claim served on the guarantor under the guarantee given in respect of the unpaid rent at a WTC property and if the rent remains unpaid, on what date will the Final Statement of Account be served with a view to commencement of formal Court Proceedings?

The Mayor responded that neither of these have been served and he confirmed that he had spoken to a senior partner of Freeths who had confirmed that the delay in serving the rent demand letter had been due to discrepancy between some of the figures Freeths had received from WTC and Breckon & Breckon. She advised that once Freeths had received the correct information the letter will be sent. The senior partner advised The Mayor that she had also been on annual leave and her colleague wanted to review matters with her before responding to WTC.

- 2) Since July WTC has been in dialogue with Blenheim asking for a bus lay-by at the proposed new southbound bus stop on the A44. Blenheim's response included two statements against WTC's proposal which, on investigation, have proved to be factually incorrect, yet Blenheim has now submitted a new unchanged planning application retaining the buses stopping on the carriageway. In the light of this, does the Mayor still believe that a continued dialogue with Blenheim will benefit the town?

The Mayor responded yes he believes that to have continued dialogue with Blenheim will benefit the town and he was much encouraged by the overwhelming support shown at the Town Meeting held the previous evening. He stated that he also believes that Cllr F Collingwood has been invited to meet with Blenheim and OCC. Cllr F Collingwood confirmed that he has sent some suggested dates through to both parties.

WTC168/18 BUDGET 2018-19

The Mayor and Council extended their thanks to both the Finance Assistant and Cllr F Collingwood as Council Member for Finance for the hard work they had put into preparing the 2019/20 budget.

Cllr F Collingwood, as the member responsible for finance proposed the following motion, seconded by The Mayor:-

That the Council

- a) *Agrees to the 2019/20 expenditure on the Causeway Zebra Crossing (£3,600) and the Consort Chain (£1,500),*
- b) *Adds £9,900 to the provision (Reserve) for the Ramp and disabled toilets but be made available to pay for legal, architectural and planning fees incurred during 2019/20,*
- c) *agrees the precept remains unchanged at £100,000, and*
- d) *if the back rent is recovered, it is earmarked for repairs to the Community Centre carpark.*

A lengthy debate followed, during which the following points/ proposals were made:-

- It was proposed that £1000 to be allocated to the Community Plan Working Group.
- The report from the Wychwood Project outlining future tree work required in the water meadows was considered and it was felt there was enough money in the water meadows and mill stream bank repairs budgets to accommodate the recommended work.
- Cllr Grant requested the cemetery extension funds be carried over to 2019/20 budget which will enable Council to progress planning the layout of the new burial area.

- The possibility of installing a toilet accessible for wheelchair users in the Town Hall and the requirement for a ramp to enable access into the Market Street entrance of the Town Hall was discussed at length. As it was thought that the viability of installing ramp access was a crucial part of the project, the Clerk would instruct Breckon and Breckon to proceed with investigating its viability and obtain the necessary architectural designs/plans and listed building planning permission where appropriate.

Financing the cost of the work via a Public Work Board Loan was also discussed as was the possibility of obtaining grants/funding from either the District or County Council.

The Mayor requested that Breckon & Brekon are asked to provide answers to the following questions:-

- 1) If WTC are to have a disabled toilet in the Town Hall what follows from that about the access and ramp?
- 2) Who is competent to design such a feature?
- 3) What is a ballpark estimate of cost?

A vote was then taken, Cllr A Grant requested a named vote.

VOTE: For: 5 (Cllrs P Jay, F Collingwood, E Poskitt, J Cooper & M Parkinson)
Against: 1 (Cllr A Grant)

The grant applications were considered and Council agreed to allocate the £3,000 available as indicated below:-

Woodstock Ladies Circle	£150.
Woodstock Scouts and Guides	£550
Volunteer Link Up (West Oxfordshire)	£150
Woodstock Youth Club	£900
Citizens Advice (West Oxfordshire)	£200
Clean Slate	£150
Sustainable Woodstock	£400
Oxfordshire Association for the Blind	£0
Old Woodstock Mock Mayor	£500

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr A Grant and seconded by Cllr J Cooper that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC169/18 PROPERTY MATTERS

Council discussed the options raised in Cllr A Grant's report of either paying for a clearance or of selling the items that were left in one of Council's rented properties when it was vacated.

Council agreed to sell the items and that Cllr M Parkinson and Cllr A Grant would take the lead on arranging this.

After a lengthy discussion regarding outstanding rent arrears, The Mayor proposed, seconded by Cllr M Parkinson:-

That the Clerk responds to the email that had been received (after consulting with the appropriate colleagues) and instructs Freeths to send out the letter on that basis. The next stage - the matter comes back to Council at a later date to decide what further action to take if any.

A vote was taken, Cllr F Collingwood requested a named vote.

VOTE:	For:	5	Cllrs M Parkinson, P Jay, A Grant, E Poskitt & J Cooper
	Against:	1	Cllr F Collingwood

RESOLVED: The motion was carried.

After briefly discussing the tenancy of the cobbled area by the Town Hall, Council agreed that the Clerk would contact Freeths and clarify whether the tenant had any rights of adverse possession as no lease agreement has been signed by the tenant for a number of years.

WTC170/18 SIGNING AND SEALING OF DOCUMENTS

The council agreed for the Clerk to sign the new lease agreement for 4 Park Street

Finally, The Mayor requested the bound copy of the 2019/20 budget be made available as soon as possible. Cllr Collingwood said he would ask the Financial Assistant to do this within the next fortnight.

The meeting closed at 21.20hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th DECEMBER 2018
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. J Cooper
Cllr M Parkinson
Cllr S Rasch

Cllr. A Grant (Deputy Mayor)
Cllr U Parkinson
Cllr E Poskitt

ALSO IN ATTENDANCE: Two members of the public. Mr B Yoxall attended on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

WTC171/18 APOLOGIES FOR ABSENCE:

Cllrs D Davies, P Redpath and T Redpath. Cllr I Hudspeth sent apologies stating that he may arrive late for the meeting.

Cllr S Parnes did not attend the meeting and no apologies were received from him.

WTC172/18 DISCLOSURES OF INTEREST:

Cllr J Cooper **Item 10 Planning:** Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr E Poskitt **Item 10 Planning:** Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

WTC173/18 PUBLIC PARTICIPATION SESSION:

Mrs Alicia Wild addressed Council with her concerns about the current planning application for 1 Glovers Close (agenda item 10 – Planning):-

Mrs Wild gave an outline of the extensive history of planning applications for this site which date between 2014 & 2016. She raised the following points/objections in relation to the current application to demolish the existing garage and erect a new one-bedroom dwelling with associated parking:-

- As stated by the Inspector who visited the site in January 2016, the area is “one of two-storied detached properties set comfortably in spacious plots with open frontages to the road. The area has a sense of consistency”. The Inspector thought a narrow building would severely harm the development and appearance of the area.

The Inspector was particularly critical of the impact a new build would have on the occupiers of 3 Glovers Close and also noted that the small north facing garden at the back of the proposed house would be only a few metres from their rear garden. These factors still apply. The very small garden at the back of the proposed build is north facing and without provision

for storage.

- The house itself is tiny. Each of the two floors has the dimensions of the present double garage. There is very little accommodation even for two (childless) adults who are presumed to occupy it. It has no use as 'family accommodation' and therefore we cannot see how it can contribute to the 'housing stock'.
- The Town Council has previously noted some safety problems in this area. A footpath (Willoughby Way) runs down the side of the property. This path is used by many children going to and from the Primary School with parents parking close to the garages to access Willoughby Way. The starting point of that journey is just beyond a bend on a busy road.

The Mayor thanked Mrs Wild and confirmed that Council would be discussing the matter later in the meeting.

At this point the Mayor seized the opportunity to mention that he had invited the former Mayor Colin Carritt to address the meeting on issues relating to the formal response received from CCLr I Hudspeth regarding the Burford Weight Limit.

WTC174/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 13th NOVEMBER 2018 AND THE BUDGET MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 27th NOVEMBER:

The minutes of the meeting held on 13th November were approved without amendment:-

The minutes of the Budget meeting held on 27th November were approved with the following amendment:-

WTC169/18 line 5 change add the word 'date' between the words 'later' and 'to'.

WTC175/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from CCLr I Hudspeth was deferred until later in the meeting as he had confirmed that he would be arriving late for the meeting.

The District Councillors' report was received without comment or questions raised.

WTC176/18 COMMUNICATIONS:

The Mayor drew the Council's attention with great sorrow to the recent death of Trevor Stokes, who served this community faithfully and tirelessly in many capacities, saving lives, starring in the pantomime and serving as a Councillor. If ever there was a man for whom the word 'stalwart' was invented, it was Trevor – strong, true, straight, loyal and brave. As father, husband and friend he was widely loved in this town; and his strength and generosity of spirit will be sorely missed. At the Council's behest the Mayor would with Council's consent, write to Trevor's wife Elaine conveying our sympathy and recording our recognition of and gratitude for Trevor's contribution to the life of this town.

Secondly, he reported the resignation from this Council of our former colleague, Frank Collingwood, which Mr Collingwood had described as arising from 'discord' at the staff panel meeting. As Council will be considering the recommendations of that body later; and there is no need for him to say more here, other than that he greatly regretted this turn of events and confirmed his personal gratitude to Frank for all the work he did for the council, both as CMfF and in other roles Someone is going to have

to step into his shoes, which were large. The Mayor advised that he had already asked Cllr J Cooper to take over Frank's role in challenging OCC's unrealistic plan to create a bus stop with no lay-by on the A44 at the entrance to the new houses east of Woodstock. Finally, he said "will Councillors please not resign". It causes endless nuisance and possible cost to the tax-payer. There is a general council election in just over a year's time; and he hoped Councillors can all stick it out till then.

Thirdly, he reported that the Mayor's Carols on 8th December on the Town Square in accordance with Council's well-established tradition were a successful event. He thanked the Witney brass band for their stirring performance; the Revd. Alice Venning for leading all in thoughtful prayers; Father Christmas for his timely appearance; and Councillor J Cooper for unspecified services. He also thanked his son Jamie for supplying and operating the required sound amplification system without charge and for filling in for him when his voice failed, Jane Hibberd for her extensive caretaking help at the Town Hall; and above all he thanked most heartily the Deputy Mayor, Cllr A Grant for devoted support of this event both in the planning and on the day. Without her the event could not have happened, which is another reason why he hopes she will soon forget any plans she may have had for moving away from Woodstock; and

Finally, he wished a Happy Christmas to all.

WTC177/18 QUESTIONS:

No questions were presented to Council.

WTC178/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC179/18 BLENHEIM TALKS PROGRESS REPORT:

Council noted the report from the Mayor.

The Mayor reported that 'useful' progress had now been made with one face-to face meeting and numerous exchanges by email, during which a brief has been agreed for distribution to the three candidates being invited to interview for the role of facilitator. The joint interview process will be carried out in mid-January.

WTC180/18 PLANNING:

The Mayor referred to the formal letter Council had received on 10th December from Cllr I Hudspeth responding to their objections to the Experimental Traffic Regulation Order for a Weight Limit in Burford. He invited Mr Colin Carritt (who has a wealth of experience in this area) with consent of Council to provide an overview of the issues involved in the matter.

Mr Carritt stated that although factually correct the letter from Cllr I Hudspeth was an incomplete response. He drew Council's attention to the fact that the government have a duty to consider air quality and also said that no account had been taken of public perception as pedestrians do feel intimidated by the traffic on the A44 particularly when walking on narrow pavements and carriageways. He acknowledged the difficulty in arguing against a temporary weight limit but felt that Woodstock Town Council should keep onto both the District and County Councils to make sure the temporary arrangement does not become permanent.

Mr Carritt provided a diagrammatic plan of the principal HGV routes in North Oxfordshire (appendix 1).

Cllr E Poskitt asked whether when air quality is monitored, it is only nitrogen dioxide that is monitored. She asked whether the levels of particulate matter should be monitored.

Cllr J Cooper confirmed that he had attended the Sub-Committee of the County Council Cabinet and spoke against a diversion of traffic to Woodstock. He made the point that there is a functioning rail line between Evesham and Oxford which if dual tracked would make it more plausible to use.

The Mayor stated that this was a very serious issue and has real implications for Woodstock.

He proposed which was seconded by Cllr E Poskitt:-

that Mr Colin Carritt monitor the exchanges with the County Council about the Burford Experimental weight limit and to advise Council from time to time as to how it should best respond on this subject.

RESOLVED: Council voted unanimously in favour and Mr Carritt accepted the offer.

Mr Carritt explained that he had limited knowledge of particulates and said he would like some advice from someone independent on that matter. The Mayor suggested he contact Dr Bob McGurrin who has a wealth of knowledge on air pollution.

RESOLVED: The Clerk would contact the Environmental & Regulatory Services department at WODC to ascertain what air pollutants are monitored.

Council considered the following planning applications:

Ref: APPLICATION NO: 18/03074/FUL Woodstock House, Rectory Lane, Woodstock
Renovations and extension to former care home to form dwelling. (To allow changes to approved plans)

RESOLVED: WTC have no comment as the application has been withdrawn

Ref: APPLICATION NO: 18/03075/LBC Woodstock House, Rectory Lane, Woodstock
Internal and external alterations and extensions to former care home. (To allow changes to approved plans).)

RESOLVED: WTC have no comment as the application has been withdrawn

Ref: APPLICATION NO: 18/03156/FUL 1 Glovers Close, Woodstock
Demolition of existing garage. Erection of a one bedroom new dwelling with associated parking.

RESOLVED: WTC stated that the site is definitely too small and objected to the application under policy OS2, in line with the appeal decision from the Department of Communities and Local Government responsibilities. They also concur with the following points/objections made by Mrs Alicia Wild in relation to the application:-

- As stated by the Inspector who visited the site in January 2016, the area is “one of 2 storied detached properties set comfortably in spacious plots with open frontages to the road. The area has a sense of consistency”. The Inspector thought a narrow building would severely harm the development and appearance of the area.
- The Inspector was particularly critical of the impact a new build would have on the occupiers of 3 Glovers Close but also noted that the small north facing garden at the back of the proposed house would be only a few metres from their rear garden. These factors still apply, the very small garden at the back of the proposed build is north facing and without provision for storage.
- The house itself is tiny. Each of the two floors has the dimensions of the present double garage. There is very little accommodation even for 2 (childless) adults who are presumed to be occupying it. It has no use as ‘family accommodation and therefore we cannot see how it can contribute to the ‘housing stock’.
- The Town Council has previously noted some safety problems in the area, a footpath (Willoughby Way) runs down the side of the property. This path is used by many children going to and from the Primary School with parents parking close to the garages to access Willoughby Way. The starting point of that journey is just beyond a bend on a busy road.

Cllr E Poskitt also suggested that if the planning application is passed then the following conditions should be added:-

- The glazed (bathroom) window that overlooks the garden of 3 Glovers Close should have a limit to how far it will open.
- permitted development rights are refused so that the bedroom upstairs cannot be made larger at a later date.

RESOLVED: Council agreed unanimously with the above suggestions.

Ref: APPLICATION NO: 18/03364/S73 Tipping Meadow, Green Lane, Woodstock

Removal of condition 1 of planning permission 16/04235/FUL to allow continuous use of car park.

RESOLVED: WTC would like to bring to the attention of WODC Planning the following points:-

- this field is not Tipping Meadow and Tipping Meadow is actually where Glyme Close is built. This has been brought to the attention of WODC previously when the initial application was submitted.
- WTC are adjacent land owners as the Car Park is situated next to the Lawn Cemetery Green Lane.
- WTC have received complaints regarding the Car Park lighting being left on all night which causes a disturbance to the neighbourhood and request that this issue be addressed by the Planning Enforcement Officer in keeping with the initial planning restriction imposed on the Car Park when permission was granted.

Ref: APPLICATION NO: 18/02332/S73 Tipping Meadow, Green Lane, Woodstock

Removal of condition 3 of planning permission 13/0569/P/FP to allow continuous use of car park.

RESOLVED: WTC would like to bring to the attention of WODC Planning the following points:-

- this field is not Tipping Meadow and Tipping Meadow is actually where Glyme Close is built. This has been brought to the attention of WODC previously when the initial application was submitted.
- WTC are adjacent land owners as the Car Park is situated next to the Lawn Cemetery Green Lane.
- WTC have received complaints regarding the Car Park lighting being left on all night which causes a disturbance to the neighbourhood and request that this issue be addressed by the Planning Enforcement Officer in keeping with the initial planning restriction imposed on the Car Park when permission was granted.

Ref: APPLICATION NO: 18/03229/HHD 1 Orchid Walk, Woodstock

Single storey rear extension.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 18/03295/S73 Merry Piece, Oxford Road, Woodstock

Variation of Condition 2 Approved plans of 18/02139/S73 to allow amendments to the detached pool outbuilding

RESOLVED: WTC objects to this application on the grounds that no information was available in hard copy or on the WODC Planning portal to show the actual changes that the applicant wished to make and therefore WTC feels this should be revisited when the information is made available to them.

Ref: APPLICATION NO: 18/02139/S73 Merry Piece, Oxford Road, Woodstock

Variation of condition 2 of 17/02389/HHD to allow to change 1no. roof light to a dormer window; move 1no. rooflight from rear to side elevation and allow additional 1no. roof lights to the single storey extension

RESOLVED: WTC objects to this application on the grounds that no information was available in hard copy or on the WODC Planning portal to show the actual changes that the applicant wished to make and therefore WTC feels this should be revisited when the information is made available to them.

CCLlr I Hudspeth arrived at the meeting (the time was approximately 8.10pm).

Ref: APPLICATION NO: 18/03297/HHD 10 Bear Close, Woodstock

Proposed single storey rear extension & external works.

RESOLVED: WTC has no objection to this application.

The Mayor formally welcomed CCLlr I Hudspeth to the meeting and asked if there were any comments or questions relating to his monthly Parish report. None were received.

Mr Colin Carritt then provided a brief summary of the comments he had made earlier in the meeting relating to the Burford Weight Limit.

Cllr I Hudspeth said that the fact that it is a trial period is a good thing as it means that OCC can understand where traffic is dispersed and whether the perceived impact of HGVs is actually correct. He said that he is still concerned about the weight limit of the A40 at Minster Lovell and the signage for Junction 11 of M40 which directs lorries to the A361 via Chipping Norton and southwards onto Woodstock.

Cllr J Cooper asked Cllr I Hudspeth why he did not call the decision in. Cllr I Hudspeth replied he did not because of it being a temporary decision and it will allow OCC to understand the impact and implications of HGVs on the area.

WTC181/18 APPOINTMENT OF COUNCIL MEMBER FOR FINANCE:

As no other Councillor volunteered, The Mayor, Cllr P Jay agreed to take the position of Council Member for Finance on a temporary basis.

WTC182/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2018

The Mayor proposed which was seconded by Cllr J Cooper that the payments for November be approved and that the Bank Reconciliation and Income and Expenditure Statements be noted as satisfactory.

RESOLVED: The payments totalling £20,565.45 in the month of November were approved.

RESOLVED: The Bank Reconciliation Statements for November were noted as satisfactory.

RESOLVED: The summary and detailed Income & Expenditure Statements for October were noted as satisfactory with the following points raised by Cllr A Grant:-

- At the November meeting it was agreed that WTC would contribute up to £2000 to the CDWA legal advice from the Save Woodstock budget but there was in fact only £1800 left in that budget so provision would need to be agreed if WTC decided to contribute to the maximum contribution.
- Cllr Grant requested that the financial summary sheet be amended to show the correct spelling of the Council's Property Agent, Breckon and Breckon.

WTC183/18 DANGEROUS HIGHWAYS TO FORMALLY BRING TO THE ATTENTION OF THE RELEVANT AUTHORITIES:

Cllr M Parkinson gave a brief overview of the points within his report. After a short debate Council unanimously agreed that the report and recommendations are taken forward at the next Traffic Advisory Meeting.

WTC184/18 WOODSTOCK PARKING REVIEW:

Cllr J Cooper reported there are three areas of parking in Woodstock that are unregulated which WTC should ask WODC to examine. The first is the area in front of the stocks on Park Street and the other two are in Oxford Street. One is between the end of Market Street and the raised bit of Oxford Street and the other is between the end of High Street and Rectory Lane in Oxford Street.

He also stated that WODC should be asked to clarify the area they are referring to when quoting on the list 'Brook Hill (to junction with Union Street)' and that 'Wessex Court', the cul-de-sac at the bottom of Bear Close should also be brought to their attention.

The Mayor asked how the above comments relate to the Council's response to HOW and the people in Woodstock who are up in arms about parking and what is the status of Council's response to the people who have made representations. Cllr J Cooper replied he had assumed that Council had covered that at their November meeting where Council said what they really needed was for WODC to have a stable atmosphere to analyse this in and then Council would take the representations from HOW up in that process.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr P Jay and seconded by Cllr A Grant that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Cllr I Hudspeth, Mr Brain Yoxall and the remaining member of the public left the meeting at this point.

WTC185/18 ENVIRONMENT:

The quarterly report from the Wychwood Project was noted without question or comment.

The Clerk recommended that Council approve the future tree works in the Water Meadows as outlined within the report from the Wychwood Project dated 27th November 2018.

RESOLVED: Council voted unanimously in favour of approving the future tree work.

Cllr J Cooper proposed that the Invoice from the Wychwood Project for the period between 1st June and 20th November 2018 be approved for payment which was seconded by Cllr E Poskitt.

RESOLVED: Council voted unanimously in favour of approving the invoice for payment.

WTC186/18 PLANNING:

Cllr J Cooper drew Council's attention to the paper submitted by Cllr T Redpath under the above agenda item which had not been discussed earlier in the meeting.

Council considered the following proposal from within the paper:-

In view of the comments above, Woodstock Town Council contends that the draft Oxford City Local Plan is unsound and not compliant with national policy.

RESOLVED: Council agreed unanimously in favour of the proposal.

WTC187/18 MINUTES OF STAFFING PANEL MEETING HELD ON FRIDAY 30th NOVEMBER 2018:

The minutes of the Staffing Panel meeting held on Friday 30th November were noted.

Cllr U Parkinson presented a report which contained the Staffing Panel's recommendation to

split the role of Clerk and Responsible Financial Officer, with the Finance Assistant post being upgraded to Responsible Financial Officer. This would take effect once both members of staff have been given new job descriptions that they agree with and then their salaries should be adjusted accordingly.

Cllr J Cooper requested that the role of the 1571 Officer be written into the Responsible Financial Officer's job description.

RESOLVED: This was unanimously agreed by Council. The Clerk will email and ask Bethan Osborne via OALC to review and make the necessary amendments to both job descriptions.

Cllr J Cooper proposed to adopt the recommendations (shown below) from the minutes of the Staffing Panel meeting held on Friday 30th November 2018 which was seconded by The Mayor.

- 1) It would be beneficial to have more regular informal staff meetings to enable staff to share information and update the Clerk in a more effective manner.
- 2) The Clerk to clarify with staff the clear lines of communication including the duty of the staff to inform the Clerk if they are approached by a Councillor to undertake specific tasks.
- 3) The Clerk to ensure that the Finance Assistant and Administrative Assistant are provided with a copy of the meeting minutes as soon as possible and that any Council decisions are relayed to them promptly.

RESOLVED: The Council agreed unanimously in favour of adopting the recommendations.

WTC188/18 WTC PROPERTY PORTFOLIO:

Council considered the following recommendation from the monthly property report:-

Leaking Pipe in the Community Centre 3rd December 2018

Cllr A Grant proposed the following motion, seconded by Cllr J Cooper:-

WTC agrees that:

Due to the disruption of the Pilates Class on 3rd December 2018 caused by a leaking pipe the hirer of the hall be not charged for this session.

RESOLVED: The Council unanimously agreed to waive the hire charge for the session that was disrupted.

The meeting closed at 21.05hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 15th JANUARY 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. A Grant (Deputy Mayor)
Cllr M Parkinson
Cllr E Poskitt
Cllr P Redpath

Cllr. J Cooper
Cllr S Parnes
Cllr S Rasch
Cllr T Redpath

ALSO IN ATTENDANCE: Four members of the public. Mr B Yoxall attended on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

The Deputy Mayor, Cllr A Grant welcomed the members of the public to the meeting and informed them that due to the Mayor, Cllr P Jay being in hospital she would be chairing the meeting.

WTC189/18 APOLOGIES FOR ABSENCE:

Cllrs D Davies, P Jay, U Parkinson and Cllr I Hudspeth. Cllr S Rasch sent apologies stating that she may arrive late for the meeting.

WTC190/18 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 9 Blenheim Talks: Prejudicial interest as he is a Director of Community Trust Oxfordshire.
Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr A Grant	Item 10 (a) Planning: Personal interest as the property is at the bottom of her garden (28 Brook Hill) and backs onto a privately owned access path for 26 – 31 Brook Hill.
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 21 Request for loan of funds to aid publication of ‘Woodstock It’s Buildings and People’: Personal interest as she is one of the authors of the proposed book from which she will earn no money as all proceeds go to charity
Cllr M Parkinson	Item 16 Refuse Collection Bins Obstructing Highways : Personal interest he works at The Star Inn, Woodstock.

WTC191/18 PUBLIC PARTICIPATION SESSION:

None.

WTC192/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 11th DECEMBER 2018:

The minutes of the meeting held on 11th December were approved without amendment:-

Cllr S Parnes requested that his name was recorded as voting against the approval of the minutes. He stated that recording his absence without sending apologies in the minutes was inconsistent with how absences from meetings have been previously recorded.

Cllr S Rasch joined the meeting at this point (7.37pm).

WTC193/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was noted without comment or question due to him not being in attendance at the meeting.

The District Councillors' report was received without comment or questions raised.

WTC194/18 COMMUNICATIONS:

The Deputy Mayor, Cllr A Grant confirmed that £400 collected from the Mayor's Carols had been sent to the Mayor's chosen charity Oxford Youth.

WTC195/18 QUESTIONS:

No questions were presented to Council.

WTC196/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC197/18 BLENHEIM TALKS PROGRESS REPORT:

Cllr J Cooper left the room at the point due to declaring a prejudicial interest.

Cllr T Redpath provided a summary of the presentations given by the potential facilitators and confirmed that the Steering Group had agreed to recommend the appointment of Community First subject to checks of their previous outcomes and for an early confirmation of a methodology to meet the Woodstock requirements.

Cllr E Poskitt reiterated that town wide public consultation is essential and the ideas must come from the residents within the community.

A brief discussion followed during which the Deputy Mayor, Cllr A Grant raised her concerns that due to the Mayor's current ill health he would not be able to fulfil his commitment as a member of the steering group.

Cllr E Poskitt proposed the following motion which was seconded by Cllr P Redpath:-

that in the absence of the Mayor, Cllr P Jay WTC ask Cllr T Redpath and Cllr M Parkinson to continue as part of the group and proceed as previously planned.

Cllr T Redpath suggested the following amendment to the motion:-

that in the absence of the Mayor, Cllr P Jay WTC ask the Deputy Mayor, Cllr A Grant to deputise as and when necessary for the Mayor and for Cllr T Redpath and Cllr M Parkinson to continue as part of the group and proceed as previously planned.

Cllr E Poskitt accepted the amendment and a vote was taken.

VOTE: For: 7 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

A vote was then taken on the Steering Group's recommendation to appoint Community First as Facilitator subject to checks of their previous outcomes and for an early confirmation of a methodology to meet the Woodstock requirements.

VOTE: For: 7 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Council confirmed that they were in agreement with the recommendation from the Steering Group to appoint Community First as the facilitator for consultation.

Cllr J Cooper returned to the room at this point (7.49pm).

The Mayor, Cllr P Jay had asked that the email correspondence received from Mr Stan Scott in which he raised questions relating to the development on the fields adjacent to the back of the houses on Hill Rise in Old Woodstock was considered. The Deputy Mayor confirmed that the questions he raised were answered at the Joint Council Palace Dialogue meeting which had been held the previous day and Mr Scott had been in attendance.

The Deputy Mayor, Cllr A Grant proposed that agenda item 21 Request for loan of funds to aid publication of 'Woodstock, Its Buildings And People' was brought forward for discussion.

Council agreed unanimously in favour of bringing the agenda item forward.

WTC198/18 REQUEST FOR LOAN OF FUNDS TO AID PUBLICATION OF 'WOOSTOCK, ITS BUILDINGS AND PEOPLE':

Council considered the request from Dr Robert Edwards on behalf of Woodstock and the Royal Park, 900 years of History Association for a loan of £1,000 to assist them in completing Woodstock, its Buildings and People, an illustrated historical guide for residents and visitors.

The Deputy Mayor, Cllr A Grant advised that Council presently do not know if this is something within their power to agree.

Cllr P Redpath proposed the following motion which was seconded by Cllr M Parkinson:-

Council agreed in principle to loan Woodstock and the Royal Park, 900 years of History Association £1,000 towards producing the publication but ask the Clerk to clarify whether it is within their power.

A vote was taken.

VOTE: For: 7 Against: 0 Abstaining: 1

RESOLVED: The motion was carried.

Cllr S Parnes proposed that agenda item 18 – ‘Polling Cards for Town Council Election’ was brought forward for discussion at this point in the meeting. The Deputy Mayor, Cllr A Grant stated that it would be discussed after the Planning agenda item.

WTC199/18 PLANNING:

Council considered the following planning applications:

Ref: APPLICATION NO: 18/03457/FUL 17 Bear Close, Woodstock

Erection of new semi-detached dwelling with associated parking and shared turning areas

RESOLVED: WTC object to this application on the grounds that the size of the development will have an impact on the highway situation in Bear Close as it is a substandard road which already experiences continual congestion.

Ref: APPLICATION NO: 18/03280/FUL Land To The Rear Of 36 Shipton Road, Woodstock

Erection of a new bungalow with associated parking area and new access on land to the rear of 36 Shipton Road.

RESOLVED: WTC object to this application on the grounds that as Cottesway Housing have not given permission for the proposed property to have access via Ryegrass the application is not viable as the property cannot be accessed via Shipton Road.

Ref: APPLICATION NO: 18/03442/FUL 3 High Street, Woodstock

Replace existing front window with a door to provide a separate access into beauty salon.

Ref: APPLICATION NO: 18/03443/LBC 3 High Street, Woodstock

Internal and external alterations to include replacement of existing front window with a door, to provide a separate access into beauty salon, and to block up one internal doorway.

RESOLVED: WTC have no objection to the application but would like it known that they own 4 Market Street which is directly behind the property.

Ref: APPLICATION NO: 18/03561/ADV 43 Oxford Street, Woodstock

Erection of fascia and hanging signs

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 18/03413/HHD 63 Oxford Street, Woodstock

Removal of two storey rear extension, erection of single storey extension, internal alterations and associated works.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 18/03414/LBC 63 Oxford Street, Woodstock

Removal of two storey rear extension, erection of single storey extension, internal alterations and associated works.

RESOLVED: WTC have no objection to this application.

Cllr J Cooper seconded Cllr S Parnes earlier proposal that council bring item 18 forward for discussion at this point of the meeting.

Council agreed unanimously in favour of bringing the agenda item forward.

WTC200/18 POLLING CARDS FOR TOWN COUNCIL ELECTION:

Cllr T Redpath referred to the statistic that she circulated to Councillors in January 2018 with regard to the issuing of Polling Cards

9th September 2010 - Linda Glees elected

There were no poll cards and the turnout was 20.37%

26th September 2013 - Emma Jay elected

The Town Council had voted to have poll cards and the turnout was 17.90%

With regard to the forthcoming election Cllr T Redpath proposed the following motion in the absence of Cllr P Jay which was seconded by the Deputy Mayor, Cllr A Grant:-

Statistics show that Polling Cards do not make a difference to the turn-out of voters and therefore WTC agrees that there is no need for polling cards to be sent out for the forthcoming election on Thursday 21st February

Cllr S Parnes expressed his disappointment that the agenda or the paper did not indicate clearly that this issue is here before Council because a by-election had been called by residents to fill the vacancy. He also stated that the statistics in the report were based on two specific elections out of the six elections within the last two Council terms from which statistics could have been taken. He also stated that the full Council election that Councillors are currently serving was the first election in twelve years that was contested. In all the other by-elections that mentioned only one had not been contested. He said there was a real appetite for the constituents to be able to select candidates who are able and willing to stand before the electors of this town.

Cllr S Parnes went on to say that the purpose of the poll cards should not be to increase turnout. He stated that the official poll card is a document sent to each and every individual voter shortly before the election which includes information about the election – date, polling station locations, hours, electoral number and other official information which cannot be expected to be provided by candidates. He felt they were an important aspect of an election.

A lengthy discussion followed during which the cost of issuing poll cards, candidate literature and co-option were debated.

Councillors were reminded of the following motion previously proposed by Cllr T Redpath in the absence of Cllr P Jay which was seconded by the Deputy Mayor, Cllr A Grant:-

Statistics show that Polling Cards do not make a difference to the turn-out of voters and therefore WTC agrees that there is no need for polling cards to be sent out for the forthcoming election on Thursday 21st February

A vote was then taken. Cllr S Parnes requested a named vote.

VOTE: For: 5 (Cllrs A Grant, E Poskitt, S Rasch, P Redpath & T Redpath)
Against: 3 (Cllrs J Cooper, M Parkinson & S Parnes)
Abstaining: 0

WTC201/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2018

Cllr J Cooper proposed that Council approve the payments for December and that the Bank Reconciliation and Income and Expenditure Statements be noted as satisfactory.

RESOLVED: The payments totalling £20,132.11 in the month of December were approved.

RESOLVED: The Bank Reconciliation Statements for December were noted as satisfactory.

RESOLVED: The summary and detailed Income & Expenditure Statements for December were noted as satisfactory with the following points raised by the Deputy Mayor, Cllr A Grant:-

- Cllr M Parkinson is authorised as a signatory for Council banking purposes including cash withdrawals for petty cash purposes.
- Carter Jonas are removed from the income and expenditure spreadsheet

Cllr T Redpath in the absence of the Mayor, Cllr P Jay raised the Mayor's concerns in relation to the current budget underspends and the lack of tracking of projects and proposed the following motion which was seconded by the Deputy Mayor, Cllr A Grant:-

WTC agrees that:

- 1. The Clerk and RFO should keep a list of all projects implied by the budget for the current year;*
- 2. The Council should receive a monthly spreadsheet update on the progress of each project and the expected outcome for the financial year;*
- 3. The Council should as a routine matter consider this report each month;*
- 4. The spreadsheet to include administrative and planning progress of the project as well as financial.*

RESOLVED: Council agreed unanimously in favour and the motion was carried.

Cllr P Redpath informed Council that the Millstream bank repairs are being pursued but requested an update from the Wychwood Project on the progress of the repairs.

RESOLVED: Council voted unanimously in favour of the Clerk contacting James Aylward of the Wychwood Project to provide Council with an update at the next meeting in February.

WTC202/18 CHERWELL DEVELOPMENT PROPOSALS:

Cllr T Redpath gave a brief summary of her report during which she advised Council that Shipton-On-Cherwell Parish Council had not made an official comment on the 500 proposed dwellings included in the Cherwell Local Plan Part 2. She confirmed that the Clerk of Shipton-

On-Cherwell Parish Council had requested that Woodstock Town Council send an official comment that they could submit in response to the Oxford City Plan consultation for which the submission deadline is 24th January.

Cllr E Poskitt suggested that the letter makes it clear that there is still an opportunity for them to make comment.

Cllr J Cooper commended Cllr T Redpath on producing a tremendous and comprehensive report.

Cllr S Parnes drew attention to the fact that Shipton-On-Cherwell Parish Council would enjoy the income from the proposed dwellings but all the drain and burden will fall on Woodstock Town Council.

Cllr M Parkinson asked the District Councillors 'what are the chances that the borders are changed to include the land on Upper Campsfield Road?'

Cllr J Cooper responded that an application had already been made to the Audit and General Purposes Committee of WODC. He said one of the challenges that WTC may have in the request being approved is that it is a parliamentary boundary and advised that a decision should be received before the Annual Town Council Meeting.

A vote was taken on whether the letter with the amendment suggested by Cllr E Poskitt should be sent to the Clerk of Shipton-On-Cherwell Parish Council.

VOTE: For: 7 Against: 0 Abstaining: 1

RESOLVED: Council agreed for the Clerk to send an amended version of the letter.

Cllr T Redpath referred to the document produced by Graham Keevill which outlined additional heritage issues for consideration at the Examination In Public (EIP) being held on 12th February at which (as previously agreed) he will be representing Woodstock Town Council. Cllr T Redpath proposed that her name also goes forward as a representative which will allow her to feed him any information he may need. She then went on to propose that the Mayor, Cllr P Jay's name is put forward to attend to Main Hearing on the 5th February if he is well enough. After a short discussion it was agreed to register a representative (name to be confirmed nearer the date) to attend with the option of addressing the Inspector.

RESOLVED: Council agreed in favour of Cllr T Redpath attending the Examination in Public as WTC's second representative and to register a representative (name to be confirmed nearer the date) to attend the Main Hearing on 5th February.

Cllr T Redpath confirmed that the Cherwell Development Watch Association (CDWA) have found a barrister who is prepared to meet and initially go through their legal position with them. CDWA have asked whether the £2,000 pledged by WTC could be released to them now which led to Cllr T Redpath to raise the question with Council as to whether WTC should give them the money now or wait until they have invoices for any expenditure.

RESOLVED: Council agreed in favour of the Clerk writing to CDWA and reaffirming the pledge of up to £2,000 towards their legal advice and representation and asking them to contact the Clerk when they receive any invoices at which time WTC would be happy to release funds

towards the payment of those costs.

A further discussion was held relating to the Oxford Unmet Need and the unsoundness of those figures.

WTC203/18 LAWN CEMETERY EXTENSION:

The Deputy Mayor, Cllr A Grant referred the report she had produced and stated that Council need to move forward with a layout plan for this extension. She suggested that the Administrative Assistant and the Clerk should meet with a suitable designer to discuss and collate ideas for this layout plan which will be brought back to Council for consideration. The question of whether Council wished to form a small working group for this project was discussed. Cllr E Poskitt said that the Deputy Mayor should be part of the group as she has a good understanding and knowledge of cemeteries. Cllr J Cooper proposed that Cllr T Redpath was also part of the working group as she had recent experience in this area.

RESOLVED: Council agreed in favour of the Deputy Mayor Cllr A Grant, Cllr T Redpath the Administrative Assistant and the Clerk, forming a small working group to progress the design and layout of the Lawn Cemetery Extension.

The Deputy Mayor, Cllr A Grant proposed the following motion which was seconded by Cllr E Poskitt in the absence of the original seconder the Mayor, Cllr P Jay:-

WTC agrees that:-

- (i) The Clerk arranges for a professional designer to produce a suggested layout plan of the Lawn Cemetery extension and brought to council for agreement.*
- (ii) Once the plans are agreed the Clerk obtains quotes for the ground work giving the Council an indication of the total cost of this project with a view for budgetary provision for this work to be carried out as soon as possible*

Cllr E Poskitt proposed the following amendment to the motion:-

- (i) The Clerk to obtain quotes and costs from professional designers for producing a suggested layout plan of the Lawn Cemetery extension which will be brought back to council for agreement;*

Once the plans are agreed the Clerk obtains quotes for the ground work giving the Council an indication of the total cost of this project with a view for budgetary provision for this work to be carried out as soon as possible

The Deputy Mayor, Cllr A Grant accepted the amendment.

RESOLVED: Council agreed unanimously in favour and the amended motion was carried.

WTC204/18 WODC MEETING WITH TOWNS AND PARISHES : THURSDAY 7th MARCH 2019

Council discussed which Councillors' names would be put forward to attend the above meeting. It was eventually suggested that two representatives would attend.

RESOLVED: Council agreed that the Clerk would respond and advise that two representatives from Woodstock Town Council would be attending and their names would be confirmed nearer the time.

WTC205/18 THAMES WATER UPDATE ON ODOUR AT BROOK HILL SEWERAGE PUMPING STATION:

Council agreed that more information on the matter was required and it would be deferred to the February meeting.

WTC206/18 REFUSE COLLECTION BINS OBSTRUCTING HIGHWAYS

Cllr M Parkinson advised Council that he had an informal chat with the Manager of The Crown about the refuse bins they have lining the cobbled area to the side of the pub. The Manager thought they had been granted permission by West Oxfordshire District Council to use the area where the bins are currently located and stated that there was nowhere else the bins could go. He asked Cllr M Parkinson whether they could get planning permission to erect some sort of cover for the bins and whether they could have any financial support from the Town Council to help with that.

Cllr E Poskitt confirmed that there is a problem with The Crown leaving beer barrels as well as refuse bins at the side of the pub by the walkway onto Oxford Road. This has been a long term issue.

The state of the bins in the summer months was mentioned, as was an objection to the Council being asked to provide financial support towards a cover for the bins.

Discussion followed during which concerns about other bins being left on pavements outside houses in central Woodstock on non-collection days were raised.

Cllr M Parkinson proposed the part a) of the motion which was seconded by the Deputy Mayor, Cllr A Grant.

WTC agrees that:

- a) *The Clerk should write a letter on official headed letter from the Woodstock Town Council requesting the relevant households to keep the domestic bins in a more appropriate place and not on the pavement.*

RESOLVED: The Council voted in favour and the motion was carried.

Cllr M Parkinson proposed the part b) of the motion which was seconded by the Deputy Mayor, Cllr A Grant.

WTC agrees that:

- b) *The Clerk contact the Proprietors of the Commercial properties to arrange a meeting (individually if preferred) with the Clerk and 2 Councillors to discuss appropriate options for storage of the bins.*

Cllr P Redpath suggested the following amendment to the motion:-

The Clerk to send letters to the Proprietors of the Commercial properties putting

forward the concerns Council has.

Cllr M Parkinson did not accept the amendment and reiterated that Council should work with the businesses to find a solution.

A vote was taken on the original part b) of the motion.

VOTE: For: 7 Against: 1 Abstaining: 0

RESOLVED: The Council voted in favour and the motion was carried.

WTC207/18 TOWN HALL CELLAR AND WAKE UP TO WOODSTOCK STORAGE:

Cllr A Grant expressed concern of fire hazards arising from community based external organisations using the Town Hall Cellar to store potentially flammable items. She suggested that before Council agree to any requests the Clerk contact the local Fire Officer to ascertain what would be permissible for those organisations to store and the safest way of storing any potentially flammable items.

A brief discussion followed during which it was agreed that the old wooden magistrate's court stage that had been stored for many years should be disposed of as it is full of woodworm.

Cllr T Redpath suggested drawing up an agreement which stipulates how much storage space each community based external organisations is permitted to use which would include some guidelines on keeping the area clear and tidy.

RESOLVED: WTC agreed for the Clerk would consult the local fire officer with regard to storage and fire safety in the cellar of the Town hall and would use these guidelines to draw up an agreement for storage.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr E Poskitt and seconded by the Deputy Mayor, Cllr A Grant that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Mr Brian Yoxall and the members of the public left the meeting at this point.

WTC208/18 WTC PROPERTY PORTFOLIO:

Cllr A Grant reported that the new windows at the community centre were in the process of being fitted and brought to Councils attention that restrictors should be fitted to the upstairs windows for safety.

RESOLVED: Council agreed to ask the company fitting the windows to add the restrictors whilst on site within a maximum budget of £200.

The cost of preparing a licence agreement for Cobbled Area was discussed. The Deputy Mayor, Cllr A Grant confirmed that the land is definitely owned by Woodstock Town Council.

RESOLVED: Council agreed that the Clerk contact Breckon and Breckon to request further information of this issue to explore whether there is a less expensive way of drawing up an agreement for the tenant to sign.

The quotes for repairing the flooring in 6 Park Street were considered. Cllr J Cooper proposed to accept the recommendation from Breckon and Breckon which was seconded by Cllr M Parkinson.

RESOLVED: Council unanimously agreed with the recommendation from Breckon & Breckon to use Company 1 to replace the flooring in 6 Park Street at a cost of £2850 including VAT whilst noting a possible increase in price if any work is required on the damp course.

Council considered the quotes for installing heating in 6 Park Street. The Deputy Mayor, Cllr A Grant proposed to accept the quote from Company 2 which was seconded by Cllr J Cooper.

RESOLVED: Council unanimously agreed to Company 2 installing the electric heating at a cost of £2,300 including VAT.

The two lease offers received by Breckon and Breckon were considered by Council.

RESOLVED: The Clerk would ask Breckon & Breckon to continue advertising the property and to confirm that Council did not agree with offering any rent free periods to potential tenants.

The disposal of the saleable items in one of the vacant properties was discussed.

The Deputy Mayor, Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

WTC agrees that:

The Working Party makes a list of these items with a price guideline and open up the premises for a pop up sale towards the end of January with appropriate advertising.

RESOLVED: The Council voted unanimously in favour and the motion was carried.

WTC209/18 SOLICITORS INVOICES – FORFEITURE OF LEASE FOR 6 PARK STREET:

The two recent invoices received from Freeth Solicitors for the sum of £4446.00 plus VAT £888.80 were considered by Council.

RESOLVED: Council agreed in favour of paying both invoices.

Council also discussed at length the enforcement options available in relation to the outstanding rent arrears.

Cllr P Redpath proposed that the Council in accordance with Freeths' advice serve a Statutory Demand for the outstanding rent arrears which was seconded by Cllr M Parkinson:-

RESOLVED: Council agreed for Freeths to serve a Statutory Demand for the outstanding rent arrears and for the Clerk to check with Freeths whether there is a time limit in which WTC have to obtain a County Court Judgement.

The meeting closed at 21.59hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th FEBRUARY 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr P Jay (Mayor)

Cllr J Bleakley (arrived at 7.37pm)

Cllr M Parkinson

Cllr E Poskitt

Cllr P Redpath

Cllr A Grant (Deputy Mayor)

Cllr J Cooper

Cllr U Parkinson

Cllr S Rasch

Cllr T Redpath (arrived at 8.55pm)

ALSO IN ATTENDANCE: Cllr I Hudspeth and four members of the public.

WTC210/18 APOLOGIES FOR ABSENCE:

Cllrs D Davies and S Parnes. Cllr T Redpath sent apologies stating that she would arrive late for the meeting owing to attending the Examination In Public.

WTC211/18 DISCLOSURES OF INTEREST:

Cllr J Cooper **Item 10 Blenheim Talks Progress Report:** Prejudicial interest as he is a Trustee of Community Trust Oxfordshire.

Cllr J Cooper **Item 12 Planning:** Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr A Grant **Item 12 (a) Planning:** Prejudicial interest as she is the owner of 40 Green Lane, the property adjacent to 38 Green Lane.

Cllr E Poskitt **Item 12 Planning:** Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

WTC212/18 PUBLIC PARTICIPATION SESSION:

None.

WTC213/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 12th JANUARY 2018:

The minutes of the meeting held on 12th January were approved without amendment.

WTC214/18 REPORT FROM TOWN CLERK:

The Clerk advised Council that she has obtained a template for the loan agreement between WTC and the Woodstock and Royal Park, 900 years of History Association which can be adapted ready for both parties to sign.

Council were advised that copies of invoices had been received that confirmed the cost of the legal advice CDWA had obtained in relation to the Cherwell Local Plan and Oxford Unmet Housing Need. The £2,000 pledged by WTC would be transferred to the CDWA as soon as possible.

WTC215/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from CClr I Hudspeth was noted without comment or question owing to him having not arrived at that point of the meeting.

The District Councillors' report was received without comment or questions raised.

WTC216/18 COMMUNICATIONS:

The Mayor reminded Council that the Annual Town Meeting is scheduled for Tuesday 19th March and although the agenda for the meeting is totally in the hands of those members of the community who attend Council are responsible for drafting a suggested Agenda. He asked that Councillors who wish to submit items for the suggested agenda to submit them to the Clerk by the end of February.

Cllr P Redpath asked whether there was a good, clear means whereby the public can notify the Clerk of any specific thing they want to put on the agenda? The Mayor referred to the mechanisms members of the public could use to contact the Clerk, email, telephone or calling into the office.

Cllr P Redpath requested that a notice be put up on all noticeboards and on the Council website confirming the date of the meeting and inviting members of the public to contact the Clerk with any items they wish to be added to the agenda.

RESOLVED: The Clerk would liaise with the Administrative Assistance and arrange for the appropriate notices to be produced and put up on all Council noticeboards.

The Mayor wanted to thank the Deputy Mayor, Cllr A Grant very much for all the extra hard work she did while he had been in hospital, chairing the January meeting and overseeing work at the Town Hall. He will endeavour to resume his normal duties from now on, though if the Council thinks he should stand down, he will of course do so.

WTC217/18 QUESTIONS:

- (i) The Woodstock & Bladon News reported that at the January meeting "there had been agreement 'to recommend the appointment'", subject to specified clarifications, of a particular facilitator for consultations on infrastructure projects; but the same edition contained a report from the Mayor which seemed to indicate that a limited group of Councillors already "appointed" the facilitator in their "session the previous day with Blenheim". Please would the Chair explain the apparent discrepancy?

The Mayor responded that the version in his column was more compressed than that in Brian Yoxall's report because he knew by then that the specified conditions had been satisfied

- (ii) The Woodstock & Bladon News reported that a "stern test of the Chair's assertiveness" at the January meeting was posed by a Member who "inveighed strongly against the motion that in order 'to save money WTC agrees that there is no need for polling cards to be sent out for the forthcoming election on Thursday 21 February 2010'". Will the Chair confirm for accuracy that: (a) in fact the wording of circulated motion proposed by the Mayor in absentia began with a proposed but disputed contention that "Statistics show that Polling Cards do not necessarily make a significant difference to the turn-out of voters and therefore ..." (b) that contrary to

what may be [mis]understood from the published WOBL News report, in fact there was no objection to saving money in of itself but rather the debate highlighted concern about assumptions drawn from reference to a narrow selection of two by-elections held prior to the current term of office despite there having been actually been 6 by-elections (three pre- and three post- May 2016) called; (c) that expressed concerns included that poll cards are not just for increasing turnout but for maximizing awareness, from official direct notification, of the opportunity to exercise their democratic right to vote in a contested election; that (d) it was noted in discussion that the same meeting was to consider “tens of thousands of pounds” in underspend from taxes funds collected; and (e) that it was argued that not issuing polling cards would signal a perception the Council is not encouraging of participation, and is insular, not supportive, and closed and fearful to new people joining? Does the Chair consider the debate to have been a stern and democratic challenge of the rationale behind the motion against polling cards, or a test of the Chair's assertiveness?

The Deputy Mayor, Cllr A Grant responded that in her opinion the motion referred to was handled as per the democratic process:-

- Put to the council,
- Discussed and
- Voted on
- And recorded in the minutes accordingly

With regards to any publication referring to anything that went on at a Council meeting, this was beyond her control and she had no comment to make on the matter.

WTC218/18 COUNTY COUNCILLORS' UPDATE:

Cllr E Poskitt asked Cllr I Hudspeth whether the reason for the enormous increase in the children's social care budget to make sure the growing number of children at risk of abuse and neglect are protected is due to the County Council doing more or due to the number of children at risk of abuse and neglect increasing? If it is due to numbers increasing is that because people are more aware of it or perhaps taking a more aggressive stance?

Cllr I Hudspeth confirmed that the issue is countrywide and it is a combination of all the above. He also mentioned the conservative approach being taking by social services to ensure that they are not falling foul of legislation. He made reference to the child sexual exploitation in Oxford which had made people in the County more aware and willing to report their concerns which is a good thing but on the downside it creates more work to do. He advised that the biggest workload is dealing with the 'no further action' cases.

Cllr P Redpath raised the issue of air quality and the effects of poor air quality on people's health. He asked with all the development that is currently going on, it seems likely the government will keep putting things off, where do we stand?

Cllr I Hudspeth replied that there is a low emissions policy in the centre of Oxford which came into place in 2013 and therefore the S3 bus has to be low emission to go into the centre. He advised that Oxfordshire County Council are looking at making the centre of Oxford a zero emission zone. Cllr I Hudspeth referred to the fact that there is a need for homes hence the

current local development. He did say that the 2050 Oxfordshire Plan is to link employment and homes together so people do not have to drive as far and ensuring that there are good cycle paths, bus lanes etc for commuters to use. Cllr P Redpath stated that people needed to be encouraged to use public transport and greener modes of transport in the future.

WTC219/18 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC220/18 BLENHEIM TALKS PROGRESS REPORT:

This item was deferred until later in the meeting as Cllr T Redpath had not arrived at this point in the meeting.

WTC221/18 FRIENDS OF OLD WOODSTOCK - INFORMATION SHEET AND MEETING:

Mr Stan Scott provided a brief overview of reason for the request on behalf of the 'Friends of Old Woodstock' group for Council to print copies of their information sheet and also to allow the use of the Mayor's Parlour for their meeting which they are hoping to hold in March. The Mayor said that Council welcome any group of citizens being proactive into the consultation, which is about to be launched. He referred to the Steering Group meeting which had been held the previous afternoon where it was agreed that a launch meeting would be held in early March. He hoped the consultation would be accessible to everybody.

Cllr J Cooper proposed that he would support the request with a caveat which was 'that a certain individual from the Friends of Old Woodstock group has been of great assistance to Woodstock Town Council'. This was seconded by The Mayor.

A debate followed during which some Councillors expressed concerns at supporting the request from one local group and not others who may be equally justified in requesting assistance from Council for printing leaflets and using the Mayor's Parlour. Cllr E Poskitt stated that the proposal was against the policy that WTC had applied in the past.

Cllr J Cooper stated that Council had in the past photocopied many items for the Carnival Committee and he considered this group as a similar type of local organisation.

Cllr J Cooper proposed the following motion which was seconded by The Mayor:-

That WTC agree to the printing of 262 copies of this document, the justification for this being the particular assistance this group has given to the Town Council over many years.

A vote was taken.

VOTE: For: 4 Against: 4 Abstaining: 1

Owing to the vote being a tie the Mayor used his casting vote to preserve the status quo.

RESOLVED: The Mayor voted against the motion and it therefore fell.

The Mayor then made a personal offer that he would print 262 copies for the group at his home. He then advised the group formally to request to use the Mayor's Parlour and he would exercise his discretion to approve the use of the room.

Mr Scott then posed the question whether Council would print them if the group paid for the printing. The Clerk expressed her concern to whether the cost of the printing could be identified separately from the office printing and so charged for. A short discussion followed during which Cllr E Poskitt also offered to provide the group with the use of her personal printing facilities to print the information sheet. The Mayor concluded that it was too complicated for them to be printed and charged for by Council staff and upheld the Council's earlier decision.

WTC222/18 PLANNING:

As she had declared a prejudicial interest Cllr A Grant left the room for the duration of this agenda item.

Council considered the following planning applications:

Ref: APPLICATION NO: 19/00095/HHD 38 Green Lane, Woodstock

Alterations to include conversion of loft and erection of two storey rear extension.

Council had received some 8 objections via letters from residents. At the Mayor's invitation Mr Colin Taylor the owner of 36 Green Lane one of the properties adjacent to 38 Green Lane addressed Council regarding the above planning application. He confirmed that work had already started outside of the property and he was not sure whether it was illegal as planning permission had not yet been approved. Mr Taylor said that his main concern was that the light to his property would be affected as would the privacy and enjoyment of his garden. He also raised concerns about the drainage of surface water from the fields behind the property and he stated that the plans show that the garden will be halved to accommodate the cars which will consequently double the size of the driveway. Mr Taylor added that parking is already a significant issue in Green Lane.

RESOLVED: WTC object to this application as it will be an intrusion on the gardens of the adjacent properties and transgresses policy OS4 'others general enjoyment of their property'. It is understood that the owners of the adjacent property 40 Green Lane had previously been provided with pre-planning advice on raising the roof pitch and were told that the application would be refused by WODC.

Cllr A Grant returned to the meeting and Cllr I Hudspeth left the meeting at this point.

Ref: APPLICATION NO: 19/00094/HHD Merry Piece Oxford Road, Woodstock

Construction of detached pool outbuilding with storage and plant area beneath.

RESOLVED: WTC had concerns regarding this application and requested that a technical assessment is completed by the Environmental Health Department to assess the environmental impact with particular regard to noise disturbance.

Ref: APPLICATION NO: 19/00101/HHD 24 Oxford Street, Woodstock

Single storey rear extension

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/00102/LBC 24 Oxford Street, Woodstock

Internal and external alterations to include single storey rear extension and re-opening of

previously blocked doorway

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/00106/HHD 29 Hill Rise, Woodstock
Erection of front extension

RESOLVED: WTC had no objection to this application.

PLANNING APPEAL

Ref: APPLICATION NO: 17/00829/FUL 1 Hill Rise, Woodstock

Erection of two dwellings with associated access and landscaping

RESOLVED: Woodstock Town Council object to this application under Policy EW4 item C of the WODC Local Plan 2031 (page 240). Proposals for the development should be consistent with the following:-

c) Landscape dominated design with the provision of appropriate measures to mitigate the potential landscape, visual and heritage impact of the development including the retention and strengthening of existing hedgerows, use of appropriate building heights and materials, retention of key views and the provision of structural planting and extensive areas semi-natural green space, with built development kept away from the eastern and northern parts of the site including where it adjoins the A44.

This was also stressed in the Heritage Issues and Constraints in Chris Blandford Associates' Landscape and Heritage Advice to West Oxfordshire District Council, page 84:

8.3.14 "The visual separation of the site from the WHS reduces the risks associated with future development in terms of impact on the WHS and Registered Park and Garden. There are however a number of measure, in addition to landscape design mitigation measures, that could be taken to reduce risks further and also help address potential cumulative/combined impacts, these include:

- Ensuring development heights remain at or below 2 storeys to reduce visual presence and ensure that development does not emerge over the top of existing development to the west.
- Ensuring that built development on the site is restricted in its geographical extent and scale to lessen the overall change to the rural character of the setting of the WHS. This could include:

(page 85) - ensuring that the northern part of the site where it joins the main road remains undeveloped to reduce perception of urbanisation.

The proposed two dwellings are on land immediately adjacent to the northern part of the allocated site covered by Policy EW4 and adjoining the A44. The listed Wall and Park are immediately across the A44 and thus the proposed dwellings are in effect in just the area where the Local Plan is trying to avoid development in order to protect the World Heritage Site. We believe the proposed two dwellings are therefore in contradiction to the efforts to protect the World Heritage Site put forward in the above policy point of the Local Plan.

WTC223/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2018

The Mayor proposed and was seconded by Cllr A Grant that Council approve the payments for January and for Cllr U Parkinson to be a signatory on the Unity Trust Bank. It was also proposed that the Bank Reconciliation, Income and Expenditure Statements, Internal Controls, Internal Control Review and NALC Salary Scales 2019/20 be noted.

Cllr U Parkinson asked for clarification as to the frequency of the grass cutting payment made to Woodstock Town Football Club. The Clerk confirmed that it is a yearly payment as the club cut their own grass.

RESOLVED: The payments totalling £18,701.79 in the month of January were approved.

RESOLVED: The Bank Reconciliation Statements for January were noted as satisfactory.

RESOLVED: The summary and detailed Income & Expenditure Statements for January were noted as satisfactory.

RESOLVED: The paper 'The Effectiveness of the Internal Control' was noted by Council.

RESOLVED: The Petty Cash procedures - Internal Control undertaken since the last Town Council meeting were noted as satisfactory.

RESOLVED: The NALC Salary Scales 2019/20 were noted.

RESOLVED: Council approved Cllr U Parkinson as a signatory for the Unity Trust Bank Account and Cllr A Grant as a signatory to the Barclays Bank Account.

WTC224/18 RISK ASSESSMENT:

Cllr A Grant confirmed that all sections of the risk assessment had been checked and amended accordingly prior to it being presented to Council for approval.

RESOLVED: Council voted in favour of adopting the 2018/19 risk assessment report. Council also agreed that the Clerk should investigate the possibility of replacing the manual flag raising/lowering which is undertaken presently by the Deputy Caretaker via the Town Hall roof, which is considered a Health and Safety risk with an electronic version that could be operated from ground level.

WTC225/18 ADOPTION OF THE INTERNATIONALLY RECOGNISED IHRA DEFINITION OF ANTISEMITISM:

Council agreed that the item be deferred until the March meeting as its proposer Cllr S Parnes had sent apologies that he would be unable to attend the February meeting.

WTC226/18 UPDATES ARISING FROM DISCUSSIONS AT OXFORD AIRPORT CONSULTATIVE COMMITTEE:-

Council agreed that the item be deferred until the March meeting as the council's representative, Cllr S Parnes had sent apologies that he would be unable to attend the February meeting.

WTC227/18 WEST OXFORDSHIRE TAKEOVER PROGRAMME – COMMUNITY HALLS:

After a brief discussion Council agreed that the Clerk and Cllr A Grant would contact Mark

Weston at the BBC Radio Oxford, West Oxfordshire Takeover programme to point out that Woodstock Town Council do not have a hall committee and to ascertain whether the venue and clients would be suitable to interview for his programme.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr E Poskitt and seconded by Cllr A Grant that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

The members of the public left the meeting at this point.

WTC228/18 WTC PROPERTY PORTFOLIO:

Council considered the options outlined in the letter dated 8th February from Freeths in relation to the forfeiture of a lease for a council property.

The Mayor proposed the following motion which was seconded by Cllr A Grant:-

Council instructs Freeths:-

- 1. To proceed as set out in option 2 in their letter of 8 February; and*
- 2. If no satisfactory response is received by 19 February, to proceed without further reference to the council as set out in option 1 of their letter.*

The Clerk informed Council that Freeths had sent an email that afternoon advising that they had already instructed their debt recovery team to proceed with taking the action set out in option 2 as they were concerned to get the ball rolling in that regard.

A vote was then taken on the motion.

VOTE: For: 8 Against: 0 Abstaining: 0

RESOLVED: Council voted unanimously in favour and the motion was carried.

6 Park Street

Cllr A Grant confirmed that owing to the Council agreeing there are to be no rent free periods Breckon and Breckon had advised that to let these premises, Council needed to agree for it to be decorated, for which they had obtained quotes.

The following motion was proposed by Cllr A Grant and seconded by Cllr M Parkinson:-

WTC accept the quote from company 2(at the cost of £2050.00 + VAT for the redecoration of 6 Park Street

A vote was then taken.

VOTE: For: 8 Against: 0 Abstaining: 0

RESOLVED: Council voted unanimously in favour and the motion was carried that WTC accept the quote from company 2 at the cost of £2050.00 plus VAT for the redecoration of 6 Park Street

Re-letting of Property

Owing to the importance of moving on and re-letting the premises the following motion was proposed by Cllr A Grant Seconded by Cllr M Parkinson:-

- (i) *WTC agrees to accept the tenant for 6 Park Street as recommended by their Property Agent Breckon and Breckon at a rent of £14,000 pa*
- (ii) *WTC agrees to the lease agreement being drawn up by Freeths to include:*
 - *Rent to be paid monthly*
 - *Retail premises to be kept open to their advertised business hours*
- (iii) *WTC agrees to the lease being sealed and signed by the Clerk and the Mayor/Deputy Mayor as soon as received to allow the prospective tenant to move in in early March*

A vote was then taken.

VOTE: For: 8 Against: 0 Abstaining: 0

RESOLVED: Council voted unanimously in favour and the motion was carried.

Cllr A Grant confirmed that just over £400 had been made from the sale of some of the items left in the property. She thanked her husband Mr J Grant for his support and hard work in helping clear the premises with no charge ready for it to be decorated. The Mayor endorsed these thanks and asked the Deputy Mayor to convey the council's appreciation to Mr Grant.

Council unanimously agreed in favour of the invoice received from Freeths covering the period from 1st – 29th January for the sum of £2,503.20 including VAT being paid.

WTC229/18 ENVIRONMENT:

Council considered the quotes received for the tree work in the Water Meadow

The Mayor proposed that Council choose Company C which was seconded by Cllr J Cooper.

A vote was then taken.

VOTE: For: 9 Against: 0 Abstaining: 0

RESOLVED: Council agreed unanimously in favour of accepting the quote submitted by Company C at a cost of £6,160 plus VAT.

Cllr A Grant proposed the following motion which was seconded by Cllr J Cooper:-

WTC accept Quote B for £3,900.00 to rub down, prepare and repaint the Hensington Road Cemetery Gates and Railing with 2 coats of Black Zinner paint

A vote was then taken.

VOTE: For: 9 Against: 0 Abstaining: 0

RESOLVED: Council agreed unanimously in favour of accepting Quote B.

The paper providing an update from the meeting with Jeremy Sacha regarding the Lawn Cemetery Extension was not discussed as Cllr T Redpath had not yet arrived at the meeting.

WTC230/18 BLENHEIM TALKS PROGRESS REPORT:

The Mayor gave a brief summary of the first Steering Committee meeting to be held since Community First were appointed to facilitate the public consultation. The Committee had agreed on the importance of the consultation being genuinely wide ranging, real and giving opportunity for everybody who wants to have their say. The Mayor reported that Community First are holding a drop in launch event at the Community Centre on Saturday 9th March from 10am – 1pm where they will give a presentation and answer questions. This will be followed by some smaller events.

Cllr T Redpath arrived at the meeting at this point.

The Mayor also reported that it had been proposed that the Steering Committee meet monthly, he reminded that it is not a decision-making body but exists to ensure the process of the consultation goes forward effectively.

WTC231/18 ENVIRONMENT:

Cllrs T Redpath, A Grant and the Clerk had met with Jeremy Sacha to discuss the brief for the lawn cemetery extension. Jeremy offered to attend a brainstorming session to assist WTC with putting together a brief that could be sent to all companies tendering for the work. He did advise that a number of questions needed to be answered before the working group could move the project forward. Council considered the following questions and responded:-

- Is a designated cremation area required or do WTC wish to continue having cremation plots laid out as per the original cemetery?

RESPONSE: When a company has been selected to design the layout they should be asked to provide two different plans – one with cremation plots laid out as per the original cemetery and one showing a designated cremation area.

- Should there be a separate area for children’s graves?

RESPONSE: No, as Council policy allows the purchase of the adjacent plot for a close family member, as having a separate area for childrens grave would not allow for this policy to be implemented.

- Should the layout of the extension mirror the original cemetery layout or would WTC prefer a different design?

RESPONSE: Council decided that the layout should mirror the original cemetery.

- It has been suggested that the headstones in the extension face the entrance of the cemetery which will enable visitors to locate a grave more easily.

RESPONSE: Council agreed to this suggestion.

- Particular attention should be paid to the structure of the pathways both within the extension and the original cemetery as the existing paths have proven not to be suitable due to the base being soft underneath. It was suggested that tarmac paving (which can have a variety of different finishing) could be laid which would be hard wearing and more suitable for wheelchair users and compliant with DDA.

RESPONSE: Council agreed to this suggestion.

- The removal of some of the hedgerow between the trees was also discussed as this would integrate the extension with the original cemetery and could allow space for seating.

RESPONSE: Council agreed with this suggestion.

- The area where the water tap is situated needs to be improved.

RESPONSE: Council agreed to this.

- Reducing the area surrounding the blossom tree in the centre of the main path and reducing the tree canopy to accommodate the pallbearers carrying a coffin through to the new area.

RESPONSE: Council agreed to this suggestion.

- A central remembrance feature to accommodate memorial plaques.

RESPONSE: Council agreed with this suggestion.

Council confirmed that the group should continue working to put a brief together.

Cllr P Redpath had a strong view that the cemetery extension should include an area where wild flowers are planted for people to have a somewhere to sit and contemplate.

The meeting closed at 21.07hrs

Signed:

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th MARCH 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr P Jay (Mayor)
Cllr J Bleakley
Cllr D Davies
Cllr U Parkinson
Cllr E Poskitt
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr M Parkinson
Cllr S Parnes (arrived at 7.43pm)
Cllr S Rasch

ALSO IN ATTENDANCE: Some five members of the public and Cllr I Hudspeth who arrived at 7.45pm.

WTC232/18 APOLOGIES FOR ABSENCE:

Cllr P Redpath

WTC233/18 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 11 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr J Cooper	Item 21 Blenheim Talks Progress Report: Prejudicial interest as WODC own the freehold of Glyme Close.
Cllr E Poskitt	Item 11 (a) Planning: Prejudicial interest as she knows the applicant well
Cllr E Poskitt	Item 11 (b-d) Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

WTC234/18 PUBLIC PARTICIPATION SESSION:

None.

WTC235/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 12th FEBRUARY 2018:

The minutes of the meeting held on 12th February were approved, there were no amendments.

WTC236/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was noted without comment or question owing to him having not arrived at that point of the meeting.

The District Councillors' report was received without comment or questions raised. Cllr E Poskitt apologised for the report not being circulated by email. She explained that she had been working from a computer which did not hold the email contact details for Councillors, therefore she sent it to the Clerk and Administrative Assistant and assumed that they had forwarded it to all relevant parties.

WTC237/18 COMMUNICATIONS:

The Mayor apologised for being intermittently indisposed since the New Year. He stated that if it was felt by the Council that he was not fulfilling his duties he would stand down.

WTC238/18 QUESTIONS:

None.

WTC239/18 MOTIONS PRESENTED TO THE COUNCIL:

The motion presented by Cllr S Parnes was deferred until later as he had not arrived at the meeting at this point.

WTC240/18 BLENHEIM TALKS PROGRESS REPORT:

Cllr T Redpath reported that the purpose of the Steering Group meeting held the previous day was to meet representatives from Oxfordshire County Council and West Oxfordshire District Council and provide an overview to the consultation process and what it is trying to achieve. Both representatives accepted and welcomed the consultation process. The County Council representative showed particular interest in the more strategic roles of Education and Transport and said it was terribly exciting what was planned for Woodstock and it would raise its importance within the County. Cllr T Redpath said she was not sure what was meant by this comment and was slightly alarmed by it and felt that the Steering Group should keep a watch on the situation.

Cllr A Grant provided a brief report on the first consultation meeting which was held on Saturday 9th March from 10am – 2pm in the Community Centre. She said that although the numbers of residents attending was not high it was quite a good meeting and was informative and engaging.

Cllr S Parnes arrived at the point in the meeting.

WTC241/18 RESPONSE TO DRAFT PARKING QUESTIONNAIRE:

Cllr I Hudspeth arrived during the discussion relating to the report presented by the Mayor relating to the Woodstock Parking Review.

After a lengthy debate the Mayor proposed that the Clerk send the reply below to the District Council.

that WTC have carefully considered the draft questionnaire and that a number of discussions both formal and informal have taken place in the Town about this and the Councils conclusions are:-

- 1) the questionnaire as currently drafted fails in their opinion to capture the true dimensions of the parking problem in Woodstock as perceived by the people who live here and do business here and those who represent them.*
- 2) the questionnaire needs to be redrafted fundamentally in the light of those perceptions and returned to the Town Council for further comment at their next meeting.*

A vote was taken.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

The Council also agreed unanimously that the roads shown below be included within the parking questionnaire:-

- New Road
- Oxford Road Service Road
- Harrisons Lane and Chaucers Lane
- Cadogan Park

WTC242/18 PLANNING:

Council considered the following planning applications:

Cllr E Poskitt left the room at this point as she had declared a prejudicial interest in this application.

Ref: APPLICATION NO: 19/00403/S73 Annexe 2A Hensington Close, Woodstock

Non compliance with condition 4 of planning permission 08/0534/P/FP to allow the annexe to be let.

RESOLVED: WTC object to this application on the grounds that letting the annexe as a separate dwelling would exasperate the parking problem already experienced in both Hensington Close and Shipton Road.

Cllr E Poskitt returned to the room at this point.

Ref: APPLICATION NO: 19/00388/ADV 17 Market Street, Woodstock

Erection of fascia and hanging sign

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00389/LBC 17 Market Street, Woodstock

Erection of signs and replacement lights

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00325/HHD 48 Oxford Street, Woodstock

Erection of single storey rear extension to form new garden room.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00326/LBC 48 Oxford Street, Woodstock

Internal and external alterations to erect a single storey rear extension to form new garden room.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00401/FUL Barclays Bank, 14 Park Street, Woodstock

Change of use from bank to dwelling.

RESOLVED: WTC object to this application under policy E6 – Residential and Commercial property mix in the town and consider that commercial alternatives that are known to exist should be more fully explored first. An additional residential property will also aggravate the parking problem in the centre of Woodstock.

PLANNING APPEAL

Ref: APP/D3125/W/19/32227)Original Planning Application Ref: 18/03280/FUL) Land To The Rear Of 36 Shipton Road, Woodstock

Erection of a new bungalow with associated parking area and new access on land to the rear of 36 Shipton Road

RESOLVED: WTC object to this application on the grounds previously specified and wish strongly to reinforce that view. Ryegrass provides housing for elderly people who need to be able to use the paths and the area identified for the proposed access which is not viable. The land identified for the proposed access is owned by Cottsway Housing who have not permitted access from the rear of the property.

Cllr I Hudpeth arrived at the point.

WTC243/18 COUNTY COUNCILLOR'S UPDATE:

The monthly Parish report from Cllr I Hudspeth was received and two question were raised about Woodstock Library.

Cllr S Parnes asked Cllr I Hudspeth how he can state in his report that the library will be demolished in April, since the application for a determination as to whether prior approval of the authority will be required for the proposed demolition and restoration of the site has yet to be considered by WODC planning department.

Cllr I Hudspeth admitted he was prejudging the outcome of the application but he could not foresee any reason for WODC not to approve the application because the building was a danger to anyone who may climb over the fence and attempt to enter it.

Cllr M Parkinson queried whether permission had been sought to put up the safety fencing and gain access to the Library site via the Memorial Garden land.

Cllr I Hudspeth confirmed that there is a shared wall which will be an issue and Contractors would need to ensure the wall remained. He also said that access can be gained from the other side of the building.

WTC244/18 MOTIONS PRESENTED TO THE COUNCIL:

Cllr S Parnes provided an overview of his reasons for proposing the motion below which was seconded by Cllr J Bleakley:-

Public Advertising of Vacant Council-Owned Commercial Properties

Recognizing prospective benefit from publicly advertising vacant commercial properties, among other things towards inviting increased range of applicant tenants and potential offers,

the Town Council RESOLVES to adopt as part of its policies and procedures the practice of publicly advertising (through and/or in coordination with, the Council's external property advisers) vacancies of any Council-owned commercial properties for a

minimum of 21 days when a new tenant is being sought. Such advertising shall include vacancy notices visible: on the Town Council website and notice boards, outside the vacant property, and in at least one form of publication from which property listings are indicated on at least one major 'property search' website. Subject to any contrary professional advice, on a case by case basis, such advertising in itself is not understood to necessarily require selecting the highest bidder nor (where clearly indicated) waiting for culmination of the full period of advertising if there are compelling reasons not to

After short discussion the point was made that the contract with the property agent clearly stated the required advertising protocol for them to follow.

Mayor called for a vote to be taken.

Cllr S Parnes requested a named vote.

VOTE:	For:	4	(Cllrs S Parnes, U Parkinson, J Bleakley and D Davies)
	Against:	5	(Cllrs J Cooper, E Poskitt, M Parkinson, T Redpath and A Grant)
	Abstaining:	2	(Cllrs S Rasch and P Jay)

RESOLVED: The motion fell.

WTC244/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2019

The Mayor proposed that Council approve the payments for February and also note as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month.

RESOLVED: The payments totalling £13,473.38 in the month of February were approved.

RESOLVED: The Bank Reconciliation Statements for February were noted as satisfactory.

RESOLVED: The summary and detailed Income & Expenditure Statements for February were noted as satisfactory.

Credit card application

The recommendation for Council to approve staff having access to a credit card provided by Unity Trust Bank was discussed.

The Clerk confirmed that the Financial Regulations would need to be amended as there is no provision within the current version of the Regulations to authorise credit card transactions as any approved expenditure has to be signed off by two councillors. She also read out the information received from OALC earlier in the day relating to Councils using corporate credit cards.

Cllr J Cooper queried both the £50 set up fee and the £3 monthly fee per card. He requested that Council defer making a decision until the April meeting which will enable the RFO to have the opportunity to respond to his questions and provide more information in support of applying for a credit card through the Unity Trust Bank.

RESOLVED: Council voted unanimously in favour of the decision being brought back to the April meeting.

Project Monitoring Spreadsheet (enclosed).

The Mayor said that it was desirable that every penny was spent on the two big tree related items of expenditure in this financial year. The Clerk confirmed that the company completing the tree work would ensure that Woodstock Town Council are invoiced to enable the funds to be allocated for the work within this financial year even if there is a delay in the work actually being completed. She advised that there have been delays in the work being started owing to questions that have been raised about how much weight the culverts can take from a tractor and trailer being used to remove the wood from the Water meadows.

The Clerk also confirmed that the reproductions of the Wall Plaque leaflets were also progressing.

Cllr E Poskitt advised she was due to meet with a designer later that week to progress the Town Information Boards and confirmed that Blenheim had agreed to pay for the artistic work. She said that realistically this expenditure would not be within this financial year.

WTC245/18 PLANNING POLICY ISSUES:

Cllr T Redpath gave a brief update on the Cherwell Examination In Public and proposed that Council approve the submission of the post hearing comments on the Cherwell Local Plan which had been drawn up by Graham Keevill, WTC's Heritage Consultant. The Mayor seconded the proposal and Council voted unanimously in favour of the document being submitted to the Programme Officer, Ian Kemp by the Clerk.

Cllr T Redpath provided an overview of the Oxfordshire Plan 2050 and proposed the following motion which was seconded by the Mayor:-

The council warmly endorses the criticism of the Oxfordshire Plan as set out by CPRE (Oxon) and calls for an early restoration of planning principles and local democracy to the direction of any such plan.

RESOLVED: Council voted unanimously in favour and the motion was carried.

WTC246/18 NAMING OF STREETS IN WOODSTOCK EAST DEVELOPMENT:

Additional suggestions for street names were received from Cllrs E Poskitt and A Grant after the original list of Historical Themed names compiled by Dr Robert Edwards had been circulated. The Mayor explained that Council were under a time pressure to submit their suggestions. A short discussion followed during which it was suggested that the local schools and members of the public be invited to put forward their ideas for themes or topics for naming the streets within the new development.

Cllr J Bleakley suggested posting on the 'We Love Woodstock' Facebook group which has 2,800 members who either live in or visit Woodstock asking for ideas as it would demonstrate that WTC are inclusive. He said if there were no objections from Councillors he would arrange for the invitation to be communicated via the group; and he agreed to collate all ideas and suggestions received on that page.

Council agreed unanimously that the Clerk would respond to Blenheim advising that Council are not yet ready to submit suggestions as they have agreed to consult the public. All the suggestions will be collated and discussed at the April Town Council meeting; and the outcome from that meeting will be submitted the following day.

WTC247/18 ADOPTION OF THE INTERNATIONALLY RECOGNISED IHRA DEFINITION OF ANTISEMITISM:

Cllr S Parnes provided Council with an overview of his report and proposed the following motion which was seconded by Cllr J Cooper:-

*That Woodstock Town Council RESOLVES that:
(a) aware of the increase in documented incidents and reported concerns related to steep surge in antisemitic incidents; (b) recognizing the role of local authorities in uniting, safeguarding and educating their constituents; and (c) noting Witney Town Council's recent adoption of the IHRA definition of antisemitism, as well as presently progressing considerations within West Oxfordshire District Council towards adopting the same, Woodstock Town Council also RESOLVES to adopt the internationally recognised IHRA definition of antisemitism including the integral examples (as laid out in the accompanying document labelled 'Appendix B'), and its usefulness both as a benchmark in itself, and as a potentially transferable aid for helping to understand, identify and deter other forms of racially motivated aggression and/or hate crimes.*

A brief debate followed during which Cllr E Poskitt proposed shortening the motion to that shown below which was seconded by Cllr U Parkinson and accepted by Cllr S Parnes:-

That Woodstock Town Council also RESOLVES to adopt the internationally recognised IHRA definition of antisemitism including the integral examples (as laid out in the accompanying document labelled 'Appendix B'), and its usefulness both as a benchmark in itself, and as a potentially transferable aid for helping to understand, identify and deter other forms of racially motivated aggression and/or hate crimes.

Council then voted unanimously in favour of the amendment and a vote was taken on the amended motion:-

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED:- Council voted unanimously in favour and the motion was carried.

WTC248/18 UPDATES ARISING FROM DISCUSSIONS AT OXFORD AIRPORT CONSULTATIVE COMMITTEE:-

The report was noted. Cllr E Poskitt asked if Cllr S Parnes would let her know when the next meeting was scheduled to be held as she seemed to have been removed from the email distribution list.

WTC249/18 COWS ON WATERMEADOWS:

The Mayor felt that Council were unable to make a decision and asked that the Wychwood Project, Councils Watermeadow Management Team be consulted as to their view on whether the cows should return to graze on the Watermeadows this year.

WTC250/18 FORMAL REQUEST FOR A ROAD SAFETY AUDIT ON A44:

Cllr M Parkinson provided a brief summary of his report. He had met with Mr Colin Carritt and Mr Stan Scott both of whom are Old Woodstock residents who have extensive experience of the A44 and its particular issues.

He said that after undertaking a brief survey of the A44, a certain stretch of this road was

identified as being particularly dangerous for both vehicles and pedestrians. This was the area, running from the zebra crossing in the Causeway to the pelican crossing halfway up the hill (towards Hill Rise).

His concern and indeed the concern of many of the Old Woodstock residents is that the increase in traffic, especially heavy traffic (not helped by the proposed weight limit in Burford and new builds in the area), will cause the risk of the road to significantly increase.

Cllr M Parkinson proposed the following motion which was seconded by The Mayor:-

WTC agrees to formally write to the County Council through the Clerk's office to request a Road Safety Audit of the part of the A44 that runs through Woodstock with a particular emphasis on the stretch of road that goes into Old Woodstock.

A brief debate followed during which Cllr J Cooper suggested factoring in the additional HGV traffic that will be diverted through Woodstock owing to the Burford weight limit which Cllr M Parkinson was happy to accept.

A vote was taken on the amended motion below:-

WTC agrees to formally write to the County Council through the Clerk's office to request a Road Safety Audit of the part of the A44 that runs through Woodstock with a particular emphasis on the stretch of road that goes into Old Woodstock and to factor in the additional HGV traffic that will be diverted through Woodstock due to the Burford Weight Limit.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: Council voted unanimously in favour and the motion was carried.

WTC251/18 CONCERNS ARISING FROM ERRORS, OMISSIONS, TIMING(S) AND CONTENT RELATED TO APPLICATION 19/00562/PDEM28 RE: DEMOLITION OF LIBRARY FACILITY ON HENSINGTON ROAD:

The motion proposed by Cllr S Parnes was not seconded and the motion was neither debated nor put to the vote.

WTC252/18 MONITORING AIR QUALITY IN WOODSTOCK TOWN CENTRE:

The update from the Clerk confirming that the monitors had been repositioned as requested was noted.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr E Poskitt and seconded by Cllr A Grant that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

The CCllr I Hudspeth, and the members of the public left the meeting at this point.

WTC253/18 WTC PROPERTY PORTFOLIO:

The emergency expenditure authorised by the Clerk for the removal of the floor in the front room of 6 Park Street was noted by Council. Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

WTC agrees to the quote from Company 1 of £1250 ex VAT to supply and fit to match new laminate flooring, to include all door bars, underlay, trims and waterproof ground barrier.

RESOLVED:- Council voted unanimously in favour and the motion was carried.

Cllr A Grant reported that the following maintenance work was required in 8 Park Street

- Replacement kitchen cooker hood
- Replacement of grouting to bathroom tiles
- Re sealing of secondary glazing

Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

WTC agrees that the general maintenance work as listed above be carried out in 8 Park Street at the cost £666.66

RESOLVED: Council voted unanimously to approve completion of the maintenance work.

Council agreed that the Clerk/Admin assistant should seek advice from a flooring company on the gap between the floor and the skirting board in the Community Centre main hall and obtain quotes for sanding and sealing the floor in the hall. It was expected that if approved the work would need to be completed during the summer when there would be fewer bookings

Improvement Request First Floor Office Community Centre

Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

WTC agrees to the improvements requested by the tenant of the First Floor Offices at the Community Centre with all works to be undertaken at the tenant's expense

RESOLVED: Council voted unanimously that the work should be undertaken at the tenant's expense.

Council also approved the payment of the invoice for £4,485.60 received from Freeths for providing advice relating to the forfeiture of a lease between 25th January – 26th February 2019.

The meeting closed at 21.50hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 9th APRIL 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr P Jay (Mayor)
Cllr J Bleakley
Cllr U Parkinson
Cllr E Poskitt
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr M Parkinson
Cllr S Parnes (arrived at 7.36pm)
Cllr P Redpath

ALSO IN ATTENDANCE: Cllr I Hudspeth, some fifteen members of the public and Mr B Yoxall, who attended on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

WTC254/18 APOLOGIES FOR ABSENCE:

Cllr D Davies.

WTC255/18 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 14 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr J Cooper	Item 16 Renewal of UBICO Litter Pick, Playground and Watermeadows Inspections Contract: Personal interest as he is a member of WODC.
Cllr E Poskitt	Item 14 Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee
Cllr E Poskitt	Item 16 Renewal of UBICO Litter Pick, Playground and Watermeadows Inspections Contract: Personal interest as she is a member of WODC.

WTC256/18 OVO ENERGY WOMEN'S TOUR:

David Heycock, Project Manager, Oxfordshire County Council addressed the Council with a brief overview of the five-day women's cycling event which is one of, if not, the leading professional women's stage races. It is televised on ITV4 in the UK and around the world.

He confirmed that Oxfordshire have been successful in agreeing a three-year deal with the event organisers, SweetSpot that will involve the race passing through the county in year 1, starting in the county in year 2 and finishing in the county in year 3. Stage 3 of this years' event will finish in the grounds of Blenheim Palace on Wednesday 12th June between 2.45-3.15pm and the event will be free to attend.

Mr Heycock outlined that Community engagement will involve schools, businesses, cycling groups and charities. Last year the race generated £7.7 million net revenue for the places that

it visited across the six stages. He added that successful community engagement increases the Gross Value Added and creates a longer and more effective legacy. All arrangements will be designed and implemented to leave locals, spectators and riders with a positive experience.

The objective being to create an event that:-

- captures the imagination of the people of Woodstock
- has a positive impact on the local economy
- receives positive feedback from the local residents
- motivates people, young women and girls particularly, to be more active and exercise more.

The Mayor thanked Mr Heycock for attending.

Cllr S Parnes arrive at this point in the meeting.

WTC257/18 PUBLIC PARTICIPATION SESSION:

Mrs Jo Lamb began her address to Council in relation to the parking issues in Woodstock with a quote attributed to Albert Einstein:

"If you always do what you always did, you will always get what you always got."

She said that Woodstock is now facing up to a challenge which is only likely to increase because of Blenheim's growing events programme and development plans. Parking has long been an issue which has divided us with the result that in the past, the problem has been "kicked in to touch" and left, for later Town Councils to grapple with. Hence the previous "light touch" approach which had subsisted for well over a decade and which has been the basis upon which many households since that time, purchased their homes.

However, the unexpected return of enforcement of all 72 one hour bays in the town centre, bemoaned by many at the time, has reaped some positive rewards. As a result of the formation of Heart of Woodstock (HOW), who now have the benefit of a factual unbiased report, which gives the authorities the opportunity to consider how best to solve the complexities of Woodstock's shortage of supply over demand in parking terms plus, (of equal importance), how to reconcile this need without discriminating against one section of the community, namely those residents who live in the central areas of Woodstock.

In an effort to find common solutions to the various parties' differences, the Mayor recently convened an informal meeting of interested citizens. It became clear during discussions that "churn" was essential for visitors, for businesses and indeed also, for residents. How might this be achieved when for example, over 40% of employees and owners of businesses surveyed by HOW, (i.e. Some 400+ individuals), parked early each morning in Hensington Carpark or in the town centre, where they stayed for the duration of their working day? At least (one might submit), that visitors and many residents, "come and go" during this time.

With this in mind and following the Mayor's informal meeting, HOW representatives met with Mr Colin Carritt in order to pool our recent traffic and parking findings with Colin's experience, in an attempt to find common ground. Much to the surprise of some, HOW found that far from

being divided over parking issues, with compromise on both sides we were each united in our thinking. This resulted in our respective responses to WODC's questionnaire which are integral to the parking motion to be considered by Council this evening.

It is so important for our community that we deal with our current parking and traffic challenges by means of consensus. It is a time for compromise. It is a time for unity and not division in our town. It can no longer be a case of the businesses versus the residents, for example. HOW submit that Cllr Bleakley's motion, supported by the Mayor, provides a tremendous opportunity of positive influence by our Town Council with WODC. It may be that you don't agree with everything proposed in the motion? But please consider that nothing need be set in stone. Indeed, the motion specifically suggests a 12 month trial in some cases. Therefore, much in the way that an oversupply of one hour parking bays has become apparent over the last few months, these things can be modified through trial, over the year. Crucially though, both appended questionnaires show a common approach and by virtue of their attachment within the motion, become integral to it. If the motion is carried by the Town Council this evening, it will indicate to WODC that there is a consensus of response by all those consulted, not only to the content of the draft questionnaire but also in terms of possible solutions to the parking problems we all face.

Change and challenge can often be uncomfortable. However, if discomfort can produce compromise, consensus and unity within our town then it has to be applauded. HOW so hope, urge and even plead with our Town Councillors to support Cllr Bleakley and the Mayor's motion.

Having begun this piece with Einstein, Jo ended her address with an old Chinese proverb:

"When the winds of change blow, some people build walls; others build windmills....."

WTC258/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 12th MARCH 2019:

The minutes of the meeting held on 12th March were approved, there were no amendments.

WTC259/18 REPORT FROM THE TOWN CLERK:

The Mayor proceeded to present the Clerk's Report during which Cllr P Redpath raised concerns relating to the growth of the Himalayan balsam if the cows are not grazing the meadow this year. The cost of having just two cows, obtaining a Deed Of Profit a Prendre and completion of the required legal forms with DEFRA were also discussed. The Clerk informed Council that she had taken the advice given by Wychwood Project and advised the owner that her cows were not required on the Watermeadows and she had therefore made alternative arrangements for their grazing.

The Mayor proposed '*Council ratify what is already happening and accept this*'.

A vote was taken.

VOTE: For: 9 Against: 1 Abstaining: 0

RESOLVED: The proposal was carried.

It was agreed that Cllr P Redpath would talk to the livestock owner and ascertain the situation with the cows

Causeway Pedestrian Crossing

Council noted that the new Halo lights had been installed at the crossing on the Causeway near the Black Prince.

Play Area Fencing

Cllr P Redpath agreed to assist the Clerk with seeking companies to provide quotes to erect the metal fencing currently being stored in the Town Hall Cellar in the New Road play area.

WTC259/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from CClr I Hudspeth was noted without comment or question.

The District Councillors' report was received. Cllr S Parnes referred to the extremely low level of affordable housing quoted within the Local Plan Monitoring Report. Cllr E Poskitt pointed out that provision of affordable housing is reliant on the size of the development and it is only provided where there is development on a significant scale. Cllr Cooper said he had taken this issue up with the Planning Minister Mr Malthouse at a recent LGA (Local Government Association) meeting stating that the calculations did not stand up. Mr Malthouse took Cllr J Cooper's comments on-board and said he was going to look into how that could be rectified.

WTC260/18 COMMUNICATIONS:

None.

WTC261/18 QUESTIONS:

None.

WTC262/18 MOTIONS PRESENTED TO THE COUNCIL:

Cllr S Parnes proposed the following motion, seconded by Cllr P Redpath:-

Recognizing the importance of Wi-Fi for modern library users, tourists, residents, business meeting participants and students, Woodstock Town Council called upon Oxfordshire County Council to act without delay to install and/or activate publicly accessible Wi-Fi at the 'temporary' Woodstock Library facility building (including throughout The Oxfordshire Museum and its cafeteria), especially noting that at the time of submission of this motion publicly accessible Wi-Fi in the library or the rest of the facility building has not been available despite contrary comments and publications by some representatives of OCC in the WOBL News and elsewhere, whereas it was previously suggested - inaccurately - that Wi-Fi would be available at the beginning of the year or is active already.

The Mayor proposed an amendment to the motion in which 'called' was changed to 'calls' which was accepted by Cllr S Parnes.

Cllr E Poskitt provided some background information on the reasons for the delay installing WiFi in the temporary library which was not the fault of the Oxfordshire Museum. There was a short debate after which at the invitation of the Mayor, CClr I Hudspeth addressed the Council and explained the reasons for the delay and advised that he had not previously been advised that there was no public WiFi available in library. He confirmed that the Wi-Fi had now been ordered and would be installed in 8 weeks.

Cllr S Parnes requested a named vote.

VOTE:	For:	2	(Cllrs A Grant & S Parnes)
	Against:	5	(Cllrs T Redpath, P Jay, J Cooper, E Poskitt & S Rasch)
	Abstaining:	4	(Cllrs U Parkinson, J Bleakley, M Parkinson & P Redpath)

RESOLVED: The motion fell.

WTC263/18 BLENHEIM TALKS PROGRESS REPORT:

Cllr Jay, T Redpath and Grant gave a collective overview of the Steering Group meeting held on Monday 8th April.

Cllr T Redpath said that the final draft questionnaire had been circulated taking on comments made by members of the group. Tom McCulloch of Community First had confirmed that all questions were based on feedback from the first part of the consultation exercise. Cllr T Redpath went on to say that the questionnaire was being delivered (by Newsquest) to all households on 26th April with a return date of 15th May, giving three weeks for return. Each household would receive a hard copy, but there would also be opportunity to complete the questionnaire online.

The Steering Group acknowledged that there may be duplication which is difficult to prevent but it is hoped that any duplication will be minimal. It was also noted that those who had filled in feedback forms during the launch events will still requested to complete the questionnaire.

Cllr T Redpath stated that Tom McCulloch had also agreed to write a statement to send out as a reminder before the closing date for the questionnaire.

There were worries that some of the questions did not have feasible outcomes and this would have to be explained at the next stage. It was also noted that some feedback forms had shown that residents were not necessarily aware of the facilities that already exist, and part of the outcome may be to produce a directory of facilities for all households.

Community First will present the results gleaned from the returned questionnaires and present the results at three community events which will be held end of May/beginning of June. The feasibility of the comments submitted by residents and the emerging priorities will be discussed at these events.

Cllr T Redpath advised that Tom McCulloch was summarising the feedback from the launch events in report form which would be made available to the public.

Cllr A Grant confirmed that additional hard copies of the questionnaire would be available for residents to take from the foyer in the Town Hall.

WTC264/18 WOODSTOCK PARKING REVIEW:

Cllr J Bleakley provided an overview of his and the Mayor's joint report and proposed the following motion, seconded by The Mayor:-

"That the Council recommends to the District Council a parking policy for Woodstock based on:-

- a. *Parking bays as described in this paper, properly enforced;*
- b. *Parking permits to use those bays for residents in zones as described in this paper;*
- c. *This all on an experimental basis to be reviewed after 1 year and in the light of questionnaire results. We agree with commentaries on WODC's draft provided by Heart of Woodstock and Colin Carritt, as attached, for forwarding to WODC"*

A lengthy debate followed during which a number of issues were raised including the lack of long stay parking and also the lack of parking spaces in New Road for use by its residents who do not have their own off street parking. The possible option of having a number of short stay parking spaces in the Hensington Road car park and having a one way system in the town centre were also mentioned. Concerns were raised whether there would be money available to fund the enforcement described within the report.

A vote was then taken.

VOTE: For: 7 Against: 2 Abstaining: 2

RESOLVED: The motion was carried

All the members of the public except one left the meeting at this point.

WTC265/18 NAMING OF STREETS IN WOODSTOCK EAST DEVELOPMENT:

After a full discussion Cllr M Parkinson proposed that Council submit the following themes for naming the streets within all the agreed developments in Woodstock (Woodstock East, Banbury Road and Hill Rise) which was seconded by Cllr J Bleakley:-

Woodstock Residents Remembered On War Memorial (Family name)

1914-18 Ashford, Ballard, Broadis, Brooks, Clarke, Crutch, Davenport, Farley, Fisher, Franklin, Freeman, Guy, Hall, Hardy, Hawkins, Haynes, Hine, Kilby, Langdon, Morley, Morgan, Painting, Paisley, Partlett, Remnant, Rose, Slade, Smith, Stephens, Stroud, Styles, Taylor, Vokins, Whitlock, Wilkins, Williams, Willis, Winning.

1939-45 Batt, Charlett, Hoare, Lacey, Mills, Morris, Moss, Murton, Parsons, Turrill, Warwick

Woodstock Businesses (as laid out in the paper submitted by Cllr A Grant at the March meeting)
Cowles, Prices, Turrells, Dews, Robinsons, Henriettas, Wembleys, Taylors, Bowlers, Durstans, Dunkleys, Parsons, Noonans, etc

Woodstock Field Names

Thrupp Way (arable), Priors Ground (arable), Far Ground (arable),

Woodstock Others

Kempster's Pippin, Radiohead...

A vote was taken.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

WTC266/18 PLANNING:

Council considered the following planning applications:

Ref: APPLICATION NO: 19/00516/HHD 21 Oxford Road, Woodstock

Two storey side extension. Single and two storey extensions to rear. Erection of new double detached garage.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00619/S73 8 Shipton Road, Woodstock

Non compliance with condition 2 of planning permission 10/0434/P/FP (To regularise what has been built)

Ref: APPLICATION NO: 10/0434/P/FP 8 Shipton Road, Woodstock

Erection of replacement conservatory with roof terrace above and provision of new glazed gable in SE elevation.

RESOLVED: WTC have no objection to this application.

Cllr E Poskitt suggested that the Urgent Planning Committee approved at the October 2018 meeting (WTC136/18) should meet in the next couple of weeks to discuss the planning application for 1 Spencer Close. The application was received after the deadline for WTC agenda items and the closing date for submission would be before the date of the next Town Council meeting.

Council agreed in favour of convening a meeting of the Urgent Planning Committee.

WTC267/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MARCH 2019

Cllr J Cooper proposed that Council approve the payments for March and also note as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month, seconded by Cllr A Grant.

RESOLVED: The payments totalling £27,279.80 in the month of March were approved.

RESOLVED: The Bank Reconciliation Statements for March were noted as satisfactory.

RESOLVED: The summary and detailed Income & Expenditure Statements for March were noted as satisfactory.

Council Credit Card

The Council Credit Card application was deferred to the May meeting.

Barclays Bank

Council unanimously agreed to transfer £80,000 from Barclays Account to The Public Sector Deposit Fund managed by CCLA as recommended by the Responsible Financial Officer.

Project Monitoring Spreadsheet

Cllr E Poskitt requested that the funds allocated for the Town Noticeboards be carried over into the 19/20 financial year.

Cllr P Redpath reported that due to the onset of nesting season and the logistical difficulties currently being experienced with the removal of the poplar trees the budgetary provision will need to be carried over to the 19/20 financial year as all the approved tree work now cannot be completed until the autumn.

The company awarded the contract will ensure that any unsafe branches are removed in the interim period.

Cllr P Redpath also provided Council with an update on replacing the cattle bridge between meadow 5 & 6.

WTC268/18 RENEWAL OF UBICO LITTER PICK, PLAYGROUND AND WATERMEADOWS INSPECTIONS CONTRACT:

Council agreed to renew the Contract with UBICO for three years (2019-2021) with the yearly 2.9% rpi increase. After a short discussion they also agreed to increase the inspections and litter picking at the play areas (shown below) as a trial during the summer months which will hopefully prove beneficial in ensuring the play areas are kept clean and hazard free as far as possible at all times.

- New Road play area to include Saturdays and Sundays
- Budds Close play area to include Sundays
- Rosamund Drive play area to include Fridays

WTC269/18 ANNUAL TOWN MEETING:

The Mayor gave a short overview of the meeting.

Cllr T Redpath drew attention to the motion below that had been carried by a majority vote at the meeting on Tuesday 19th March:-

In a recent newsletter our Member for Parliament declared that he has always been clear that infrastructure upgrades should precede NOT follow housing development.

In the light of this statement this meeting calls upon our MP to request a halt to house building in Woodstock until the acute highways infrastructure problem on the A44 between Yarnton (Turnpike Inn) and the Loop Farm roundabout has been addressed and brought physically to fruition.

Cllr T Redpath proposed that the Town Council adopt the above motion, seconded by Cllr A Grant.

A vote was taken.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: The motion was carried.

WTC270/18 DRAFT ORDER SE/3706 – PROPOSED STOPPING UP OF HIGHWAY AT BROOK HILL:

After a short debate Council agreed that there should be a three month time limit on the Stopping up Order and the Clerk would relay this response to the appropriate authority.

WTC271/18 FURTHER CONSIDERATIONS ON CHANGE OF USE OF FORMER OLD BARCLAYS BANK BUILDING:

Cllr S Parnes summarised the main points from his report and advised that approximately 20 letters of objection had been submitted. He then proposed the following motion:-

"In reference to Planning Application 19/00401/FUL, Woodstock Town Council does not accept the Planning Policy Manager's assertion in the 26th March "Consultation Response" which stated that "... the principle of the change of use from A2 to residential use is in this case acceptable." Having considered the Planning Policy Manager's document, the Town Council maintains and reaffirms its objection to the proposed change of use to residential, and shall inform the Planning Authority of this Resolution".

After a short discussion Cllr E Poskitt proposed to add the following additional points to the motion seconded by Cllr P Redpath:-

- "
- a) *The old bank building is only separated from the central area as shown in the local plan by The Oxfordshire Museum and there is a shop directly opposite it (No 5 Park Street).*
 - b) *The building was a bank from 1870 and Barclays Bank since 1919 and thus its association as a domestic dwelling is remote.*
 - c) *The Planning Policy Manager states that the neighbouring house had been a shop and is now residential but we find no evidence of this in the Victoria County History which is usually a good authority on these matters.*
 - d) *No evidence has been produced to show that attempts have been made to retain it as retail or office."*

Cllr S Parnes agreed to the above additional points being included within the motion and a vote was taken.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

WTC272/18 ADDITIONAL QUESTIONS AND CONCERNS ABOUT LIBRARY DEMOLITION CONSIDERATIONS:

Cllr Parnes provided Council with the background information contained within his report and also referred to the temporary library facility and the lack of WiFi which had been discussed earlier in the meeting. He then proposed the following motion which was seconded by Cllr P Redpath:-

"That the Council resolves to ask that the demolition be suspended until an assessment can be made and provided to us, of the costs that would be incurred if the building were to be repaired rather than demolished, and to have a cost survey conducted that we would be privy to."

Cllr P Redpath asked how a building that is only 34 years old which was commissioned by Oxfordshire County Council can be recommended for demolition? He also asked why the land the building is on has been included within the Blenheim Development Plan? Cllr P Redpath stated that residents (particularly those who are elderly) need facilities such as a library as they are a lifeline for them.

Cllr I Hudspeth said advised that demolition had been recommended by the structural engineer working for the County Council as it was deemed not safe to repair. He confirmed that cracks in the building dated back to the 1990's and had been monitored for many years before the structure was deemed unsafe which resulted in the sudden closure of the library in October 2018.

A further debate followed about sale of the land and whether there were any caveats within the deeds for the site. Cllr S Parnes quoted from the report that *"if the building was to go back into continued use then we recommend that the temporary works are completed as a minimum before this occurs"* which contradicts the opinion of the County Council's Structural Engineers decision.

A vote was then taken

VOTE: For: 8 Against: 2 Abstaining: 1

RESOLVED: The motion was carried.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr E Poskitt and seconded by Cllr A Grant that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Cllr I Hudspeth, Mr Brian Yoxall and the remaining member of the public left the meeting at this point.

WTC273/18 WTC PROPERTY PORTFOLIO:

Council approved the payment of the following invoices from Freeth's:-

- £1,198.80 for advice between 27th February & 31st March 2019 on forfeiture of a lease.
- £548.40 for advice between 6th March 2018 & 31st March 2019 on a tenancy dispute.
- £1,512.00 for a new lease for a commercial property to be prepared.

Community Centre Leases

Council approved, the renewal of the leases for two of the tenants for periods of two and three years respectively.

WTC274/18 CHANGES TO THE TOWN CLERK'S AND RESPONSIBLE FINANCIAL OFFICER'S CONTRACTS:

Council gave approval for the Mayor to sign the new contracts for the Clerk and Responsible Financial Officer.

The recommendation from the Chair of the Staffing Panel for WTC to extend the timescale for the Town Clerk to obtain the CILCA qualification was also approved.

The meeting closed at 22.15hrs



16th April 2019

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: URGENT PLANNING COMMITTEE

PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK

DATE: TUESDAY 23rd APRIL 2019

TIME: 7.30pm

AGENDA

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST**

3 **PUBLIC PARTICIPATION SESSION**

4 **PLANNING**

To receive and consider the following planning applications:-

- a) Ref: APPLICATION NO 19/00833/HHD 1 Spencer Close, Woodstock
Erection of two storey side extension.
Comments by: 26th April 2019.
- b) Ref: APPLICATION NO 19/00950/FUL 7 New Road, Woodstock
Alterations to subdivide existing property to create two dwellings together with associated works.
Comments by: 7th May 2019

A handwritten signature in cursive script, appearing to read 'Janine Saxton'.

Janine Saxton
Town Clerk

**Minutes of the Town Meeting
held in
The Mayors Parlour
on
Tuesday 7th May 2019**

Minutes:

Present: Cllrs: Jay (Mayor) Grant (Deputy Mayor), Parnes, Cooper, Bleakley, CClr Ian Hudspeth, WODC Civil Engineer Anthony Holdsworth, and some 40 members of the public

Apologies: Cllr P. Redpath, T. Redpath, Rasch, U. Parkinson, M. Parkinson, Cllr Poskitt had notified she would arrive late.

The Mayor: chaired the meeting and thanking those attending and also Cllr Parnes for agreeing to take the minutes and stated the whole purpose of the meeting was to discuss the Oxfordshire County Council's 'decision' to demolish the Woodstock Library sited in Hensington Road.

Cllr Parnes gave a short overview of the situation to date.

CCllr Hudspeth addressed the meeting stating that the construction of the Library building was not the best and there had been problems since the mid 90s which had to be monitored over the years and had slowly worsened; and the decision to demolish the building had not been made lightly. He also outlined the temporary facility now being housed in the Oxford and County Museum Park Street Woodstock.

Cllr Grant: asked why the building had not been repaired right from the start rather than monitor and let it deteriorate further.

Cllr Bleakley: asked if the OCC had the building insured

Neither of the above questions were answered.

WODC Civil Engineer Anthony Holdsworth then addressed the meeting stressing the dangers of the building stating that it was built in 1985 using an inferior construction method and was of poor design.

Mr Jonathan Madden (resident of Woodstock) circulated a paper summarising the history of the proposed demolition of the Library and proposed the following motion.

Motion Proposed by Mr Jonathan Madden – Seconded by Mrs Beryl Ware (resident of Woodstock)

That Oxfordshire County Council retains ownership of the Hensington Road site, and that efforts are made to keep the site for the future benefit of the community of Woodstock and Surrounding Villages

Vote: nem con

There were 3 non voters present

The Mayor closed the Meeting

Approved at Annual Town Meeting held on 26.04.22

**MINUTES OF THE ANNUAL MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 14th MAY 2019
AT 7.30pm
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr P Jay (Mayor)
Cllr J Bleakley
Cllr M Parkinson
Cllr E Poskitt
Cllr P Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

ALSO IN ATTENDANCE: CClr Ian Hudspeth and some 10 members of the public.

APOLOGIES FOR ABSENCE: Cllr D Davies.

WTC1/19 ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE:

The retiring Mayor proposed Cllr A Grant for the position Mayor 2019/20, seconded by Cllr S Rasch. There being no other nominations Cllr A Grant was duly elected as Mayor and signed the declaration of acceptance. She then took the chair at this point of the meeting.

WTC2/19 ELECTION OF DEPUTY MAYOR:

Cllr E Poskitt, nominated Cllr M Parkinson for the position of Deputy Mayor 2019/20, seconded by Cllr U Parkinson. There being no other nominations Cllr M Parkinson was duly elected as Deputy Mayor and signed the declaration of acceptance.

WTC3/19 ELECTION OF COUNCILLORS FOR SPECIFIC ROLES:

The following Councillors were nominated and elected for the specific roles as shown below:-

Cllr P Jay	-	Council Member for Finance
Cllr A Grant	-	Council Member for Property
Cllr P Redpath	-	Liaison Councillor for Environment (supported by Cllr J Bleakley)
Cllr J Bleakley	-	Council Member for Winter (supported by Cllr M Parkinson)

Councillors were appointed to the internal working groups and panel as shown in Appendix 1 to these minutes.

WTC4/19 APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES:

Councillors agreed to serve on the outside bodies as shown in Appendix 1 to these minutes.

WTC5/19 TO RECEIVE DISCLOSURES OF INTEREST:

No disclosures of interest were received relating to items on this agenda.

WTC6/19 APPOINTMENT OF PROFESSIONAL BODIES:

The Mayor proposed to appoint the following professional bodies:

- Council's Solicitors – Freeth with the proviso of each legal case being judged on merit and WTC having the option of consulting and using other solicitors for appropriate services as and when required.
- Property Agent – Breckon & Breckon
- Banks - Unity Bank & The Public Sector Deposit Fund managed by CCLA
- Insurers – Zurich

Council approved for the insurance policy renewal invoice (no: 37126482) to be paid. There had been an increase of £175.07 from the 2018 renewal price.

- Employment and H&R Advisors – OALC

Council voted unanimously in favour of the above.

It was agreed to defer the appointment of the Internal Auditor until after the audit report has been received and quotes have been sought to ensure WTC are getting best value.

Council also agreed to defer the appointment of the Wychwood Project until after the Clerk has met with their Chief Executive Neil Clennell, and Conservation Officer James Aylward, to discuss the Water Meadows Contract and the current Management Plan. The Clerk will also talk with Blenheim Estates regarding their shared interested in the Water Meadows and any assistance they may be able to provide with maintenance and ongoing management.

WTC7/19 STANDING ORDERS AND FINANCIAL REGULATIONS:

Council agreed that Cllr E Poskitt would as a priority review and update the current Standing Orders with assistance from Cllr P Jay.

The proposed amendments to the Financial Regulations relating to splitting the Responsible Financial Officer and Town Clerk roles and Council credit card were approved by unanimous vote.

WTC8/19 CALENDAR OF MEETINGS:

The dates of meetings and events for the coming year were agreed with one change. Council agreed that the Annual Council Meeting and May Town Council Meeting would be held on the third Tuesday of the month as shown in Appendix 2 to these minutes.

The meeting closed at 20.01hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th JUNE 2019
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr D Davies
Cllr U Parkinson
Cllr T Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr P Jay
Cllr E Poskitt

ALSO IN ATTENDANCE: Eight members of the public.

WTC31/19 APOLOGIES FOR ABSENCE:

Cllr S Rasch, Cllr P Redpath and Cllr I Hudspeth

WTC32/19 DISCLOSURES OF INTEREST:

Cllr J Cooper **Item 10 Planning:** Personal interest as he is a member of WODC Development Control Committee and Uplands Sub-Committee.

Cllr E Poskitt **Item 10 Planning (a):** Prejudicial interest as she know knows the owner of 2a Hensington Close well.

Cllr E Poskitt **Item 10 Planning (b, c & d):** Personal interest as she is a member of WODC.

WTC33/19 PUBLIC PARTICIPATION SESSION:

i) Mr Colin Carritt addressed Council on the A44 road safety saying we have a once in a generation opportunity to get something done about the difficult conditions for pedestrians and cyclists on the A44 main road - Manor Road and Oxford Street. He acknowledged that the County Council will state that the accident record for the road is low. This may be why not a lot of money has been spent on this section of the road in the past. Previous pressure from Woodstock Town Council had resulted in the installation of a pelican crossing on Oxford Street and the Zebra Crossing on the Causeway which would have been better if it had also been a Pelican Crossing. He referred to the Local Plan providing an opportunity for further funding through the Section 106 process but acknowledged that the Section 106 money is not a bottomless pit. He hoped that the authorities (County and District) will recognise that the problems on the A44 are not really as a result of the new developments but have been present in the town for a long time. He asked for Council to support the motion proposed by Cllr P Jay under Agenda Item 25 – A44 Safety and also referred to the proposed mitigating measures (shown below) as outlined in the report he submitted to Council:-

- A 20 mph speed limit throughout the built up town area from Caroline Court to Hill Rise.

- An additional signal controlled pedestrian crossing at Hill Rise and the conversion of the present Belisha Beacon crossing in the Causeway to a signal controlled crossing.
- Improvements to the existing cycleways on A44 from Bladon Roundabout to Bladon Chain and from Hill Rise to Judds Garage (B4437 junction)
- Improvements to footway (pavement) surfacings on the A44 at strategic points between the town centre and Hill Rise.
- New independent, traffic free, off-line pedestrian/cycleways between Old Woodstock and the town centre and between Old Woodstock and routes to school.
- An extension to the 30 mph limit south of the town between Bladon Roundabout and the Cowyards, and north of the town for a distance of at least 400 yards north of the present terminal point at Hill Rise.

The Mayor said that she would like with Council's permission to bring Agenda Item 25 and 10 forward for discussion after they had heard from the next two speakers. Council agreed to this request.

Cllr E Poskitt asked about what type of footpath Mr Carritt envisaged being put in place between Hill Rise and the Town Centre. Mr Carritt explained that he couldn't be prescriptive about that at present many factors including conservation issues need to be considered. He said that it should be a reasonably weather-proof surface and needs to be safe. He would like the County and District Council to seriously look at how the measures might be adopted to improve the situation for pedestrians and cyclists.

- ii) Mrs Hilary Brown addressed Council on the matter of the planning application to permit the use of the annexe of her property (2a Hensington Close) to be used as a holiday let. She provided background information on the reasons for the application and also advised that there is parking for potentially four cars on the driveway of the property. Mrs Brown also drew attention to the government incentive to rent a room and stated that no objections have been received from any neighbours.
- iii) Mrs Alicia Wild who resides at 36 Crecy Walk directly opposite the double garages of 1 Glovers Close, addressed Council on the concerns she had relating to the planning application to demolish the existing garages and reconstruct a new guest annexe. She drew attention to the extensive history of the site dating back to 2014 and that two previous planning applications to build there had been rejected by WODC as was the ensuing appeal in January 2016. Mrs Wild stated that the most recent plan is virtually identical to the one rejected in January 2019 with the only difference being that is described as a 'guest annexe'. Therefore, the reasons for it being rejected at the beginning of the year 'that it would constitute overdevelopment and the scale of the building in that location would be excessive, overbearing and not in keeping with the character and layout of the other houses in the area had not changed.'

Cllr E Poskitt asked whether the new dwelling had a doorway onto 1 Glovers Close or would the only way to access it be by going out of Glovers Close and accessing it via Prince Ride? Mrs Wild thought the entrance to it would be via Prince Ride with two parking spaces in front of it.

WTC34/19 A44 SAFETY:

Cllr P Jay referred to Mr Colin Carritt addressing Council in the earlier Publication Participation Session and confirmed that Councillors had two papers before them one report in his name and the report written by Mr Carritt.

Cllr P Jay proposed to move the motion within his report as shown below which was seconded by Cllr M Parkinson:-

‘the council notes this paper, agrees that the stated danger is real and present and asks its representatives to pursue urgent discussions with Blenheim and the highways authority about mitigating measures to be implemented as matters of high priority.

He said that it is very important that this Council should focus its mind on the evident fact that the risk of an impending catastrophic accident in the Black Prince Canyon is real and present. When it happens as in his opinion it surely will everyone will throw their hands in the air and say why on earth did nobody foresee this might happen, why on earth was nothing done about it and the answer will be they did foresee it and it had been discussed at many previous Council meetings. The Deputy Mayor and Cllr P Jay had their motion to request a road safety audit on the A44 passed earlier in the year. He went on to say that as it had been foreseen, what has not been done is any effective action taken to deal with it. He acknowledged that it was not an easy problem to deal with but this should not mean it is not important or urgent. A short discussion followed.

Cllr E Poskitt proposed a slight amendment to the motion as shown below:-

‘the council notes these papers, agrees that the stated danger is real and present and asks its representatives to pursue urgent discussions with Blenheim and the highways authority about mitigating measures to be implemented as matters of high priority.

The amendment was agreed and a vote taken.

RESOLVED: Council voted unanimously in favour and the motion was carried.

Cllr E Poskitt left the room at this point of the meeting (7.55pm).

WTC35/19 PLANNING:

Council considered the following applications:

Ref: APPLICATION NO: 19/01304/S7319/01304/S73 Annexe 2A Hensington Close, Woodstock
Non compliance with condition 4 of planning permission 08/0534/P/FP to allow the annexe to be holiday let.

In view of the additional background information provided by Mrs Hilary Brown during the public participation session Council had a short discussion on the whether they had any objections to the application. A vote was then taken.

VOTE: For: 5 Against: 2 Abstaining: 1

RESOLVED: WTC had no objection to the application.

Cllr E Poskitt returned to the room at this point of the meeting (8.00pm)

Ref: APPLICATION NO: 19/01414/FUL 1 Glovers Close, Woodstock,
Demolish existing garage and reconstruct new guest annexe.

RESOLVED: WTC objected to this application on the same grounds as their objection to the previous application Ref: APPLICATION NO: 18/03156/FUL as this application seems no different from the previous one. Council made an additional comment that a guest annexe should not be accessed separately from a different road to the main dwelling.

Ref: APPLICATION NO: 19/01622/FUL 31 Oxford Road, Woodstock
Erection of replacement dwelling.

RESOLVED: WTC object to this application as the roof line is considerably higher than the surrounding dwellings and the appearance disproportionate. They also made comment that the two mature trees in situ should be preserved.

Ref: APPLICATION NO: 19/01619/LBC 45 Oxford Street, Woodstock
Alterations and erection of single storey rear extension.

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/01618/HHD 45 Oxford Street, Woodstock
Alterations and erection of single storey rear extension.

RESOLVED: WTC had no objection to this application.

WTC36/19 MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON 14th MAY 2019:

The minutes of the meeting held on 12th March were approved with no amendments. Cllr U Parkinson drew the Clerk's attention to the fact that the fact that Appendix 2 – 'Calendar of Meetings' had been omitted when the papers were circulated. The Clerk agreed to circulate the document to all Councillors as soon as possible.

WTC37/19 MINUTES OF THE MAY MEETING OF THE TOWN COUNCIL HELD ON 14th May 2019:

The minutes of the May meeting held on 14th May were approved, with the following amendments:-

WTC13/19 paragraph five, line two: delete the apostrophe from the word its.

WTC18/19 paragraph four, amended the sentence from 'The intention was not to discuss the survey findings in general terms with return data be available perusal' to read 'The intention was not to discuss the survey findings in general terms. The returned data should be available for perusal by the people attending the meeting.'

WTC38/19 DRAFT MINUTES OF THE TOWN MEETING HELD ON 7th May 2019:

The draft minutes were not available prior to the meeting which were taken by Cllr S Parnes and he was not present at the meeting.

WTC39/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with the following:-

- Updated results for whole air quality monitoring network which enable Councillors to see the results for Woodstock in context with other local areas being monitored.
- The cows would not be returning to the water meadows this year as the deadline had passed for obtaining the appropriate licence.
- A summary of the meeting relating to the 2019 Christmas Lights.
- A summary of the meeting relating to the management of the water meadows.

WTC40/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr Hudspeth was received and noted without comment or question due him not being in attendance at the meeting.

The District Councillors' report was received, without comment or questions raised.

WTC41/19 COMMUNICATIONS:

The Mayor confirmed that PCSO Phil Workman had retired and she had written to wish him a long and happy retirement on behalf of Woodstock Town Council. She also thanked Cllr E Poskitt for the glowing report she had written about the new Mayor in the June edition of the Woodstock & Bladon News.

WTC42/19 QUESTIONS

To receive the following question from Cllr S Parnes:-

- 1) *How could the Town Council resolve at its last meeting to instruct "immediate action to re-advertise" the property at 6 Park Street after the property agent confirmed it has not been advertised previously; and how can "immediate" be deemed fulfilled when at the time of the submission of this Question there is no advertisement available online or within the Town?*

The Mayor stated that Cllr S Parnes had omitted to include in his question that Council had been advised that the proposed tenant who was supposed to be taking up the tenancy on 1st March had decided that there were things in the lease she was not happy with and she had decided not to sign it. The property agent included the word immediate upon the advice they had received from Freeth Solicitors 'not to wait any longer for the prospective tenant.' The Mayor acknowledged that the readvertising of the property was questionable. The property agent had confirmed that there had been applicants so she felt that it had been advertised although maybe not by signage and possibly not on the internet. She stated that it is not part of the contract that a property has to be advertised online.

- 2) *On Tuesday 4th June the Question on the Agenda for tonight's (June 11th) meeting was submitted to the Town Hall and referred to the Resolution from the May 14th meeting which called for "immediate action to re-advertise" the vacant commercial property at 6 Park Street. On June 5th Councillors were*

informed that “‘The 'To Let Board' is on the Building ...” but actually it was an obscured interior sign not visible from either direction, and not easily read even when happening to stand directly in front of it. When exactly was the ‘To Let’ sign first displayed at 6 Park Street; and, if previously or currently the property was ‘Under Offer’ or in the process of being agreed ‘Subject to Contract’ then why was/is no vacancy signage or other advertisement with any such indication displayed?

The Mayor confirmed that she and the Clerk had met with the property agent on Wednesday 22nd May and were informed that the ‘To Let’ sign would be displayed in the property the following day. Therefore, as there was no reason to question the date provided by the property agent The Mayor could only assume that the sign was displayed from the 23rd May.

- 3) Why was Woodstock Town Council not directly informed or subsequently formally updated, by the current or previous Mayor, and more specifically why were no Town Council discussions or considerations subsequently facilitated, in relation to contacts (reported in the press this month) pertaining to the Town Mayor’s participation in dialogue on prospective twinning with a namesake City abroad? An Agenda for a June 6th meeting of a City Council overseas contained a Recommendation by its Mayor to “authorize the Mayor and staff to explore and enter into formal Sister City relationships [...], and with Woodstock, England based on heritage.” Accompanying the Recommendation, written comments by that overseas Mayor disclosed: “The men’s Probus Club has entered into a relationship with their counterparts in Woodstock England. In December of 2018, I was invited to participate via Skype in an exchange that included members of both clubs and the Mayor.” A submission in the Woodstock & Bladon News in January 2019 referred to both Mayors’ participation in a 21st December “Facetime link-up”, but made no mention of potential twinning. The Woodstock Sentinel-Review reported on June 4th that the Mayor of Woodstock, Ontario “said he took part in a discussion in December with [...] and the mayor of Woodstock, England, regarding a heritage twinning.” Does the Mayor agree that it would be unfortunate and disappointing if most Town Councillors were left to first discover from foreign press, without having been directly informed, of their Mayor’s reported or unreported involvement in potential twinning arrangements with a locality abroad; and, bearing in mind there are more than 20 localities in the United States of America called Woodstock, and noting Her Majesty the Queen in a toast for the US president on 4th June cited “an alliance that has helped to ensure the safety and prosperity of both our peoples for decades, and which I believe will endure for many years to come,” does the current Town Mayor agree that any Council considerations of arrangements for twinning with a non-USA Woodstock surely justifies serious and diligent explorations of twinning with one or more Woodstock communities within the USA?

The Mayor asked the former Mayor Cllr P Jay if he wanted to say anything about question 3, he responded that he was rather cross about question 3 and said that there was never to his knowledge any discussion about twinning this town with any other town anywhere in the world whilst he was Mayor. He went on to say that if there had of been, he would have indicated that it was a matter for the Town Council to deal with.

He then proposed the following motion:-

'In view of the evident need to discourage Councillors from using the Council's agenda as a platform for airing their opinions and other self-advertisement motions and questions running to more than four lines shall not in future be printed on the agenda.'

Cllr T Redpath said that she would second the motion.

A short debate followed. The Mayor suggested that this was a violation of the Standing Orders as the motion should not include motions. Cllr T Redpath agreed and said that if the word 'motions' was included the Standing Orders would have to be changed. Cllr P Jay amended the motion as shown below:-

'In view of the evident need to discourage Councillors from using the Council's agenda as a platform for airing their opinions and other self-advertisement, questions running to more than four lines shall not in future be printed on the agenda.'

Cllr J Cooper said that he felt that the motion goes too far and is trying to suppress debate on subjects Councillors wish to speak on and stated that he could not vote for that.

A further debate followed.

Cllr M Parkinson proposed the following amendment to the motion:-

In view of the evident need to discourage Councillors from using the Council's agenda as a platform for airing their opinions and other self-advertisement the agenda shall in future not include the printing of questions and they will be contained on a separate sheet of paper.'

Cllr P Jay accepted the amendment and a vote was taken.

VOTE: For: 6 Against: 2 Abstaining: 1

RESOLVED: The motion was carried.

WTC43/19 MOTIONS PRESENTED TO THE COUNCIL:

Council considered whether to discuss this as Cllr S Parnes the original proposer of the motion was not in attendance at the meeting. It was agreed that the following motion be proposed by Cllr J Bleakley who had originally seconded it and was then seconded by Cllr D Davies:

Woodstock Town Council Resolves That: Towards endeavouring to facilitate – for all members of the public generally – improved convenience, extended accessibility, and enhanced transparency, the Town Council shall henceforth make available (a) on its website and (b) on file at Woodstock library, minutes of the meetings of the "Town /Palace Dialogue" [known until recently as the Joint Committee for Town and Palace Dialogue (JCTPD)] and Woodstock Traffic Advisory Committee (TAC), thereby reducing need for direct request(s) to the Town Hall and easily facilitating more direct and independent public access to the contents of those minutes.

Cllr U Parkinson asked whether the Library had been asked whether they would accept

holding a file as it is a rather small area and would mean somebody going there to update a hard copy file. She felt able to support adding them to the website but she was not sure about the Library. Cllr J Bleakley said that he would be happy for the motion to be amended and the reference to holding them on file at the Library to be removed from the motion.

Woodstock Town Council Resolves That: Towards endeavouring to facilitate – for all members of the public generally – improved convenience, extended accessibility, and enhanced transparency, the Town Council shall henceforth make available on its website minutes of the meetings of the “Town/Palace Dialogue” [known until recently as the Joint Committee for Town and Palace Dialogue (JCTPD)] and Woodstock Traffic Advisory Committee (TAC), thereby reducing need for direct request(s) to the Town Hall and easily facilitating more direct and independent public access to the contents of those minutes.

After a short debate a vote was taken.

VOTE: For: 9 Against: 0 Abstaining: 1

RESOLVED: Council approved in principle that the draft and approved minutes from the Town/Palace Dialogue (TPD) and Traffic Advisory Committee (TAC) meetings be displayed on the Council website once the agreement had been sought from both the Committees.

WTC44/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MAY 2019

Cllr P Jay proposed that Council approve the payments for May 2019 and also note as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month, seconded by Cllr J Cooper.

RESOLVED: The payments totalling £18,423.32 made in the month of May 2019 were approved.

RESOLVED: The Bank Reconciliation Statements for May 2019 were noted.

RESOLVED: The summary and detailed income & expenditure statements for May 2019 were noted without comment.

Council Credit Card

The written report from the RFO advised that as requested by Council at their March meeting she had looked into other possible credit card providers but had found that as the Council had to be treated as a business they were only able to get a credit card through the bank they hold accounts with. Therefore, Unity Trust Bank would be the only provider available to them.

The Mayor confirmed that she had clarified with the RFO that the credit card and PIN number would be locked away separately and she also advised that there would be a monthly limit on expenditure of £500.

Cllr J Cooper stated that he would vote against it as he objected to Council having to pay a set-up fee and monthly fee for the card.

RESOLVED: The council agreed by majority vote in favour of having the Unity Trust Bank credit card.

The Mayor reminded Cllr P Jay as CMfF that due to increasing maintenance costs the Church Clock budget is in deficit and will need to be addressed by allocating more funds to it in the November Budget.

Cllr P Jay advised Council that there was an anomaly within the Annual Statement Of Accounts for 2018/2019 on the fourth page 'Woodstock Town Council 2018/19 Income and Expenditure Account for Year Ended 31st March 2019'. The discrepancy was between the 2018 year end closing balance figure and the 2019 opening balance figure and he proposed that Council approve the accounts with the proviso that it is subject to the correction of this anomaly.

Cllr P Jay also drew Council's attention to the fact that at the amount carried into the reserves at the end of March this year was £55,000 above Council's policy of holding £50,000 in reserve. He stated that Council should resolve yet again to progress the current projects as quickly as possible and not hold taxpayers money in the bank.

RESOLVED: Council approved the Annual Governance Statement, the Accounting statements and the Consolidated Bank statement for year ended 31 March 2019 with the proviso that the Responsible Financial Officer clarified the discrepancy between the 2018 year end closing balance figure and the 2019 opening balance figure. The internal auditor's invoice was also approved for payment.

The Internal Auditor's report and the Annual statement of Accounts for year ended 31 March 2019 were noted along with the Period of Exercise of Public Rights will commence on 1st July 2019 for 30 days.

Project Monitoring Spreadsheet

The monthly update of the project monitoring spreadsheet was noted.

The allocation of £5,000 for the Lawn Cemetery Extension was discussed and The Mayor advised that once the specification had been drawn up the project could progress. She indicated that the groundwork and other associated cost of related to the project would cost a lot more than the £5,000 allocated in the budget.

WTC45/19 PROPOSED DEVELOPMENT EAST OF HILL RISE

After a brief discussion Council voted unanimously in favour of the Clerk writing to OALC to seek advice on their position with regard to the question asked by Mr Rein and their legal obligations within the lease.

WTC46/19 UPDATE ON THE LOCAL PLAN ISSUE:

After receiving a brief update on local plan issues from Cllr T Redpath Council agreed for the Clerk to send a letter to Cherwell District Council requesting confirmation that s106 money would be spent to benefit Woodstock.

Cllr T Redpath also reported that the Inspector for the Oxford City Local Plan had questioned its numbers in a pre-hearing enquiry (copy of letter previously circulated to members). The Cherwell Development Watch Alliance of which WTC is an associate had welcomed this query.

Cllr J Cooper reminded Council that again back in October 2016 local District Councillors had raised at the District Council that they were not content with the overall demand of the unmet need figure from the City. He gave the example that the City seemed quite happy to build on

North Oxford Golf Club (which is in Cherwell) but not happy to have building on Southfield Golf Club which is quite clearly in the City. He also said that the District Councillors will applying pressure on the District Council to make an application to have the District boundaries changed so that those benefits come to Woodstock if the development is allowed.

WTC47/19 WOODSTOCK COMMUNITY INFRASTRUCTURE AND DELIVERY PLAN:

Cllr Jay provided a brief overview of the Community First Oxfordshire presentations on the interim report from the questionnaire and the next stage of the process.

WTC48/19 PROPOSAL FOR IMPROVED HEALTH SERVICES NEAR WOODSTOCK:

The Mayor called for a councillor to volunteer to attend the meetings for the proposed Improved Health Service near Woodstock and report back to Council any relevant information from the meetings. Cllr M Parkinson said he would be happy to take on the role which Council unanimously approved.

Cllr T Redpath talked briefly about the pros and cons of the proposal and acknowledged that Cllr S Parnes had made a number of valid points in an email he had circulated to Councillors relating to the proposal prior to the meeting. She then proposed the following motion which was seconded by the Mayor as Cllr S Parnes the original seconder was not in attendance at the meeting:-

- a) *‘that WTC looks at the pros and cons of an enhanced facility and makes an in-principle only decision on whether it supports the pursuance of plans but does not commit to support unless it has full details of what is eventually proposed.*
- b) *‘that WTC opposes consideration of a location close to the Bladon corner on the grounds of it adding to the urbanisation of the setting of the approach to the WHS, and in doing so records an in-principle opposition to a new Park & Ride facility being included in this location.’*

Cllr E Poskitt asked for clarification on what was being proposed? Cllr T Redpath confirmed that was why WTC needed to know more about it and why Cllr M Parkinson was to act as WTC’s representative. Cllr J Cooper thanked Cllr T Redpath for providing a well-constructed report.

After further discussion a vote was taken.

VOTE: For: 9 Against: 0 Abstaining: 0

RESOLVED: The motion was carried

WTC49/19 ENVIRONMENTAL HEALTH 2019: ENSURING SAFE AND HEALTHY ENVIRONMENTS TO SUPPORT PEOPLE AND PROSPERITY:

After a brief discussion Council decided not to take up this invitation to attend the event

taking place in Central London on 18th September.

WTC50/19 TOWN/PALACE DIALOGUE:

Cllr E Poskitt provide short overview of the Town/Palace Dialogue meeting held on 30th May.

WTC51/19 PLANNING RULE CHANGE:

This item was not discussed as Council had not received a copy of the report and Cllr S Parnes was not in attendance at the meeting.

WTC52/19 CHANGE OF USE OF FORMER SITE OF WOODSTOCK BRANCH OF BARCLAYS BANK:

This item was not discussed as Council had not received a copy of the report and Cllr S Parnes was not in attendance at the meeting.

WTC53/19 WOODSTOCK LIBRARY DEMOLITION ISSUES CONTINUED:

This item was not discussed as Council had not received a copy of the report and Cllr S Parnes was not in attendance at the meeting.

WTC54/19 LONDON OXFORD AIRPORT CONSULTATIVE COMMITTEE:

Although Cllr S Parnes had requested this item be on the agenda, as he was not present at the meeting and no report had been received from him, Cllr E Poskitt who also attends the Airport meeting provided a short oral summary of the meeting held on 24th April. She reported that due to all the trouble with drones at airports, the no fly area around the airport had been increased.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr J Cooper and seconded by the Deputy Mayor that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

The members of the public left the meeting at this point. (9.35pm)

WTC55/19 WTC PROPERTY PORTFOLIO:

Cobbled Area

Council agreed for the Clerk to contact the property agent and request that they write to the proprietor of La Galleria and outline the Council's position in relation to a licence/agreement being required for the cobbled area.

2 Park Street

Council agreed unanimously to accept quote 2 to the sum of £610 plus VAT for the repair of the coping stones at this property.

Community Centre

Due to the original Company not being able to carry out the work in August when the Community Centre has fewer bookings Council agreed to accept the quote from Company C for the sum of £ 3440.00 plus VAT to sanding and seal the floor in the Main Hall.

2 Market Street

After a lengthy discussion Council agreed that the Clerk contact the property agent and request that they continue to pursue the surrender/termination of the lease at the earliest opportunity with the current tenant.

Councillor T Redpath left the meeting at this point (10.00pm).

WTC56/19 QUOTES FOR FENCING REPAIRS AT WOODSTOCK PLAY AREAS:

The quotes for all the fencing work at the three play areas were agreed.

Council also requested that the Clerk contact the B & T Club requesting a 50% contribution from them for the labour and any extra materials cost. Council had agreed at a previous meeting that the metal panels from the MUGA which are stored in the Town Hall cellar would be used as the replacement fencing.

WTC57/19 QUOTES FOR NEW NOTICEBOARDS IN OLD WOODSTOCK:

Council unanimously approved to accept the quote for replacing the Poster Display Case on Vermont Drive at a cost of £345.00 plus VAT and to purchase a noticeboard from the prestige range with the 'D' shaped posts at a cost of £1530 plus VAT to replace the noticeboard on Manor Road and agreed to pay for the installation of the new noticeboards at a cost between £495 - £525.

The meeting closed at 22.05hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 9th JULY 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr D Davies
Cllr U Parkinson
Cllr E Poskitt
Cllr T Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr P Jay
Cllr S Parnes
Cllr P Redpath

ALSO IN ATTENDANCE: Some six members of the public.

WTC58/19 APOLOGIES FOR ABSENCE:

Cllr S Rasch and Cllr I Hudspeth

WTC59/19 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
Cllr P Jay	Item 18 New Website: Personal interest as one of tenderers is a colleague of his as a volunteer on WOBL and he put his name forward.

WTC60/19 PUBLIC PARTICIPATION SESSION:

None.

WTC61/19 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 11th JUNE 2019:

The minutes of the meeting held on Tuesday 11th June were approved, with the following amendment:-

The date had been incorrectly recorded within the document title as Tuesday 10th June 2019 and was duly amended to read Tuesday 11th June 2019.

Cllr S Parnes requested for it to be noted that he did not participate in confirming the accuracy of the minutes as he was not present at the June meeting. At this point he asked to propose a motion on minutes as he believed that Standing Order 9 was contravened at the last meeting? The Mayor stated that Council was dealing with the accuracy of the minutes and therefore would not allow the motion to be proposed. The Mayor confirmed that the Clerk had referred Cllr S Parnes email querying whether there had actually been a breach of Standing Orders onto the Oxfordshire Association of Local Clerks (OALC) and that he could bring the matter back to the September meeting if it remained unresolved.

WTC62/19 DRAFT MINUTES OF THE TOWN MEETING HELD ON 7th May 2019:

Cllr S Parnes advised Council that as he had experienced a technical problem and the draft minutes were not yet available for circulation.

WTC63/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with an update on the following:-

- Renewal of the wedding venue advertisement within 'Oxfordshire the place for your ceremony' publication.
- Clearance of overhanging trees, vegetation and grass along Willoughby Way footpath by team from Blenheim Estates in response to a resident's email complaint.
- Tree works completed on OWL and request for professional advice on the height of the trees (both in response to complaints received from residents).
- Tree maintenance work approved in Hensington Road Cemetery (in response to feedback received).
- Town Hall Cellar cleared of all items approved for disposal.
- Advice received (shown in italics below) from Gary Barker, Solicitor for the National Association of Local Councils (NALC) relating to the break clause within the Old Woodstock Play Area Lease and the question received from Mr Andrew Rein at the June Town Council meeting.

The result of the terms of the 2013 lease is that the landlord can give a termination notice to the Town Council at any time and the lease will end at the specified break date. At that point the Town Council will have to remove any play equipment and associated items from the land and allow the Vanbrugh Trustees to retake possession of the land. There is no basis for the Town Council to challenge the break notice if it is given in writing (letter or fax) to the Town Council.

A discussion followed during which Cllr P Jay asked if the Clerk was aware of the OWL residents' consultation group and the agreement established at the time the Council took on the ownership of the OWL and extension. The Clerk confirmed that she was aware of it and advised Council that any tree work undertaken was reactive, either in response to complaints from residents or recommendations from the Annual Tree Inspection report.

Cllr P Redpath questioned Council's obligation to spend money maintaining the Old Woodstock Play area if the land owner has the ability to terminate the play area lease and take back both areas of land without any consultation. The Mayor state that under Health and Safety regulations Council would have to maintain the play equipment whilst the play area is still in use.

WTC64/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr Hudspeth was received and noted without comment or question as he was not present at the meeting.

The District Councillors' report was received, without comment or questions raised.

WTC65/19 COMMUNICATIONS:

The Mayor informed Council that she had attended Gordon Hollis's memorial service on Friday 5th July which was very well attended. The family shared their memories of Gordon with the congregation raising a smile or two and creating a well-deserved and lovely farewell tribute to Gordon.

She also attended the Blenheim Start up competition on Wed 26th June. The 8 finalists chosen from the original of 39 applicants each gave a presentation of their business. The winner was a company called WILD and Fine who made fine silver jewelry with a Wildlife theme. It was lovely to see the enthusiasm of all involved and the prize was to supply Blenheim's retail outlet for 1 year.

On Friday 28th June the Mayor attended a service in the Museum Garden, where students from the Marlborough Schools WW1 Project presented 44 poppies, one for each WW1 soldier that lost their life as named on the Woodstock War Memorial. She said that it was a really lovely day and although the service was short it was memorable.

WTC66/19 QUESTIONS

None

WTC67/19 MOTIONS PRESENTED TO THE COUNCIL:

No motions were presented to Council.

WTC68/19 PLANNING:

Council considered the following applications:

Ref: APPLICATION NO: 19/01637/LBC 10 Market Street, Woodstock
Alterations and erection of replacement single storey rear extension.

Ref: APPLICATION NO: 19/01636/HHD 10 Market Street, Woodstock
Alterations and erection of replacement single storey rear extension.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/01835/HHD St Andrews, 48 Manor Road, Woodstock
Erection of a single storey side extension and replace window with french doors.

RESOLVED: WTC have no objection to this application.

WTC69/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2019

Council approved the payments totalling £40,753.68 made in June 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month.

Project Monitoring Spreadsheet

The monthly update of the project monitoring spreadsheet was noted and the Clerk advised that she and the Mayor had met with Mr Mark Cooper (Landscape Designer) who had agreed

to produce an outline plan of the cemetery extension which should enable the project to move forward and quotes to be sought for the groundwork.

Cllr P Jay enquired as to how confident the Clerk was in the outstanding projects being completed within the current financial year. She replied that she was reasonably confident in the projects progressing and being completed as outlined on the project monitoring spreadsheet. A brief discussion followed after which Cllr P Jay requested that any outstanding projects that may not be completed are considered and updated within the budget review.

WTC70/19 TOWN COUNCIL & BLENHEIM STEERING COMMITTEE PROGRESS REPORT

Cllr P Jay gave a brief oral update from the recent meeting, consultation events. Community First Oxfordshire were holding the next consultation event being on Saturday 20th July.

A44 safety issues

After the steering group meeting the opportunity was taken to raise with Blenheim the question agreed at the June Town Council meeting on the safety of the A44 and for mitigating action to address the real and present danger to lives on the section of the road known as the Black Prince canyon. The representatives wished to put a follow on motion to Council.

Cllr T Redpath referred to the concerns that development funding money should not be relied on to pay for improvements to this section of the A44 as the problem had existed for a long time and should be resolved regardless of new Woodstock development.

She confirmed the representatives had agreed to bring a request back to the July Town Council meeting that Woodstock Town Council (WTC) would write to Highways stressing the urgency of the situation and emphasising that it is not connected with development. WTC should also state that alternative pedestrian routes needed to be funded by highways not development funding (section 106) money.

Cllr T Redpath stated that Roger File had said that if WTC sent the letter Blenheim would follow up with one of their own.

Cllr J Bleakley reiterated the importance of the alternative routes for pedestrians and cyclists being found and funded for the residents of Old Woodstock.

Cllr S Parnes stated pedestrian infrastructure in all areas of the town should be considered holistically as a package.

A further discussion followed during which Cllr P Redpath said that pressure should be put on Oxfordshire County Council Countryside Services, Footpaths and Highways Departments. He stated that Woodstock Town Council are funding the Zebra Crossing on the Causeway and suggested that a footpath should run down the side of the hedge line from Old Woodstock onto the Water meadow opposite meadows 5&6 with a short walk to exit via Footpath 10 the Glyme Close. This would not be a huge cost and there was a good chance of getting OCC funding.

Cllr P Jay reminded Council of the wording of the motion passed at the June Town Council meeting:-

WTC agrees that the stated danger is real and present and asks its representatives to pursue urgent discussions with Blenheim and the highways authority about mitigating

measures to be implemented as matters of high priority.

He then on behalf of the Steering Group representatives proposed the following motion which was seconded by Cllr J Bleakley:-

Pursuant to its decision at its June meeting and further to the report given to the July meeting about the meeting on 8th July of the Council/Blenheim Consultation Starring Committee the council resolves to write immediately to the Oxfordshire County Council as Highways Authority, mindful of its imperative responsibility for public safety on highways, to ask for urgent action in consultation with the town council and Blenheim to address the real and present threat to public safety represented by the 'Black Prince canyon' section of the A44 where the acute risk of multiple deaths to pedestrians is evidently posed by the passage of speeding heavy goods vehicles in close proximity to the narrow pavements and to urge OCC to enter into early discussions with the council and with Blenheim, who as we learned yesterday have already initiated investigations with highways consultants into possible solutions, including lit pedestrian walkways through Blenheim Park and the Watermeadows.

Cllr P Jay referred to the helpful email he had received from CCllr I Hudspeth earlier that day which said he also wanted a safe off road path so that residents and pupils to the school can safely walk or cycle to the centre or school but adding that funding would have to come from the developers.

Cllr T Redpath proposed that the following is added to the motion:-

stressing the urgency of the issue of safety and pointing out that this is not connected to current development proposals and as such it should not be dependent on development funding.

Cllr P Jay stated that ideally he would like that to be recorded in the minutes and agreed for the following to be added to the motion:-

State clearly funding for this project must come from a Highways budget because the reason for it is safety and not from any development funds connected with new housing in Woodstock.

A vote was then taken on the amended motion:-

Pursuant to its decision at its June meeting and further to the report given to the July meeting about the meeting on 8th July of the Council/Blenheim Consultation Starring Committee the council resolves to write immediately to the Oxfordshire County Council as Highways Authority, mindful of its imperative responsibility for public safety on highways, to ask for urgent action in consultation with the town council and Blenheim to address the real and present threat to public safety represented by the 'Black Prince canyon' section of the A44 where the acute risk of multiple deaths to pedestrians is evidently posed by the passage of speeding heavy goods vehicles in close proximity to the narrow pavements and to urge OCC to enter into early discussions with the council and with Blenheim, who as we learned yesterday have already initiated investigations with highways consultants into possible solutions, including lit pedestrian walkways

through Blenheim Park and the Watermeadows. State clearly funding for this project must come from a Highways budget because the reason for it is safety and not from any development funds connected with new housing in Woodstock.

VOTE: For: 10 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Town Green application

Cllr T Redpath reported the issue of the recreation ground/football field included in the brief of the Community First plan to be retained as a green space for community use was also raised at the meeting. She said it was essential and had always been the only green space for the Hensington Gate estate and residents of Shipton Road and the surrounding area.

Blenheim had stressed how important it was for them to provide plenty green open space within the housing developments, but not pursuing the importance of the recreation ground as a community space for existing residents. The Blenheim representatives had made it clear that no decision could be made until they knew the outcome of the 500 houses proposed within the Cherwell Local Plan.

Cllr E Poskitt confirmed that the recreation ground has not been included within the Local Plan and reiterated that it was the only green space in Woodstock other than the Water Meadows and history going back 80 years plus of its use for recreation. In addition she commented that access to the site would be difficult.

Cllr J Bleakley asked if the Old Woodstock Play area was discussed at the meeting to which Cllr T Redpath replied that it was not. Cllr J Bleakley reiterated it was the only green space for use by the residents of Old Woodstock. Cllr T Redpath said that Blenheim are proposing to provide a play area within the new development but are ignoring the needs of those residents living any distance from the development.

Cllr P Jay requested and the Mayor agreed to link Agenda Item 17 'Woodstock Recreation Ground' for discussion at this point in the meeting. He referred to the Town or Village Green application, of which he had always been supportive. When putting together the original draft of the brief for the Community First Consultation protection of green areas in general, but the recreation ground in particular was one of the Council's important priorities for the whole consultation exercise.

The OCC Countryside Records Officer, had advised that the application to register the Recreation Ground as a Town Green had been 'out of time' as Blenheim Estates had made a Landowner Deposit in November 2015 protecting their land from such a claim for Town Green status. There was a period of one year from that date in which a Town Green application could have been submitted and as the application from WTC was submitted on 28th March 2018 it fell outside that timeframe. Cllr T Redpath said that by the time the current Clerk came into post the deadline had already lapsed and she was not convinced that the previous Clerk would have had any knowledge that Blenheim had as there is not any notification that Landowner Deposit registration has gone through. OCC acknowledged that the parcel of land on which it appears the Youth Club and car park are situated is not owned by Blenheim Estates and therefore Council can still apply to register it as a Town or Village Green.

Cllr T Redpath also thought the Clerk required help from a Councillor to complete the

application form and supply the outstanding documentation required.

Cllr P Redpath thought the Council should be pursuing the former 'Six Acre Standard which had formerly been a recommended standard for six acres of safe recreational outdoor playing space per 1,000 population. He disagreed with pursuing the application to register New Road Play Area and Woodstock Bowls and Tennis Club as a Town Green as it could be counterproductive to the attempts to protect the Recreation Ground as a green space.

Cllr M Parkinson asked why WTC makes yearly payment to Woodstock Football Club to cut the grass on the Recreation Ground Field? Cllr T Redpath confirmed this was standard practice for a number of years in recognition of the local recreational use.

Cllr P Jay proposed the following motion:-

Council write immediately to Oxfordshire County Council responding to their letter of 8th April reaffirming its wish to register the Woodstock Recreation Ground as a Town or Village Green and states specifically in answer to their question that we do indeed wish to pursue that application.

Cllr P Redpath proposed the following amendment to the motion:-

Council write immediately to Oxfordshire County Council responding to their letter of 8th April reaffirming its wish to register the Woodstock Recreation Ground as a Town Green and states specifically in answer to their question that we do indeed wish to pursue that application. If it is not conceivable through this means that WTC demand the right to the Six Acre Standard and demand that this is included within the requirement for our Community to include the Recreation Ground.

The Mayor confirmed that Cllr P Jay was happy to accept the amendment to the motion which had been proposed by Cllr P Redpath.

OCC had acknowledged the land on which the Youth Club and car park were situated was not owned by Blenheim Estates and therefore WTC could still apply to register that as a Town Green.

Cllr T Redpath reiterated the need for a Councillor to assist the Clerk to complete the application form correctly and supply the outstanding documentation required. Cllr E Poskitt and Cllr T Redpath agreed to work with the Clerk to progress the applications.

A vote was taken on the amended motion:-

Council write immediately to Oxfordshire County Council responding to their letter of 8th April reaffirming its wish to register the Woodstock Recreation Ground as a Town Green and states specifically in answer to their question that we do indeed wish to pursue that application. If it is not conceivable through this means that WTC demand the right to the Six Acre Standard and demand that this is included within the requirement for our Community to include the Recreation Ground.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC71/19 A44 ROAD SAFETY:

This item was discussed and the outcome recorded under the above minute **WTC70/19**

WTC72/19 PROPOSED HOUSING NEED SURVEY:

The Mayor asked Council to agree to the request that West Oxfordshire District Council carry out a housing need survey to help inform the developer (Pye/Blenheim) as to the local need for local people and the number affordable houses, with the prioritisation of allocation within the new developments on the WODC allocated sites.

A discussion followed during which it was agreed for a letter to be sent to Cllr Jeff Haine as the Chairman of the Development Control Committee; and of the Uplands Area Planning Sub-Committee requesting and copied all other relevant parties enquiring as to how WODC could approve planning permission for large scale development without firstly investigating via a housing need survey to the actual need for affordable housing in Woodstock.

Mayor called for a vote to agree to the request that West Oxfordshire District Council carry out a housing need survey to help inform the developer (Pye/Blenheim) as to the local need for local people and the number affordable houses, with the prioritisation of allocation within the new developments on the WODC allocated sites.

VOTE: For: 8 Against: 1 Abstaining: 2

RESOLVED: Council voted in favour of the above.

WTC73/19 WOODSTOCK RECREATION GROUND:

This item was discussed under the above minute **WTC70/19**

WTC74/19 UPDATE ON THE CHERWELL LOCAL PLAN ISSUES:

Cllr T Redpath reported that following the Inspector's letter to Oxford City questioning the numbers (4,400) and the bearing of this on Oxford's unmet need, Cherwell Development Watch Alliance (CDWA) wrote to the Cherwell Inspector requesting a delay to findings until the Oxford Plan had been fully examined. Cherwell District Council (CDC) then wrote to their Inspector that the numbers had been included with evidence demonstrating the robustness of the Oxford Strategic Housing Market Assessment (SHMA) and that it had followed all proper cooperative procedures. CDC had said the Inspector for the Vale had agreed to the robustness of those numbers which Cllr T Redpath found disingenuous of as Cherwell planners had been aghast at the City numbers and fought hard against them. The Oxford Times had featured that Oxford University had entered a £4billion deal with Legal and General for the building at Begbroke confirming that of the 2,000 houses from the 4,400 unmet need allocation 1,000 homes will be for University staff and students.

The agreement had been signed for the Green Belt site before the Inspector had even reported. It was claimed that the University plans expansion which is adding to Oxford's housing need. The feature quoted 'that Cherwell District Council had proposed removal of the land from the Green Belt. This was a back to front justification as it was only proposed after Oxford City had come to CDC with the numbers and said where they wanted them.

WTC75/19 REVIEW OF POLLING DISTRICTS AND PLACES:

After a brief discussion during which Cllr S Parnes questioned whether any room hire fees were incurred when a room within Blenheim Estate Office was used as a Polling Station for the recent European Parliamentary Elections.

Council agreed that the Clerk would arrange for the notices advertising the WODC review of Polling Districts and Polling Places to all residents be posted on all Woodstock Town Council noticeboards and website.

WTC76/19 NEW ROAD PLAY AREA AND WOODSTOCK BOWLS AND TENNIS CLUB TOWN GREEN APPLICATION:

Although this item was discussed under the above minute **WTC70/19** Cllr P Redpath reiterated that WTC should not progress the application to register New Road Play Area and Woodstock Bowls and Tennis Club as a Town or Village Green at the present time as it may counterproductive to the attempts to protect the Recreation Ground as a green space.

Cllr T Redpath suggested that the outstanding information and documentation required to correctly complete the application are obtained at the same time as for the Recreation Ground application which will mean that the application will be ready to resend at an appropriate time in the future.

As there was a difference of opinions expressed by a number of Councillors the Mayor asked Councillors to vote on whether to go ahead with the Town or Village Green application for the New Road Play Area and Woodstock Bowls and Tennis Club now.

VOTE: For: 3 Against: 5 Abstaining: 3

RESOLVED: For the Clerk with the help of Cllrs T Redpath & Cllr E Poskitt to obtain the outstanding information and documentation required to correctly complete the application for the New Road Play Area and Woodstock Bowls and Tennis Club at the same time as the Recreation Ground application with a view to submitting it at an appropriate time in the future.

WTC77/19 NEW WEBSITE:

Council agreed to set up a working party to include the Mayor, Deputy Mayor, Cllrs E Poskitt, Cllr J Bleakley and Cllr D Davies. The working party will research the design and content of the new website and provide a specification that can be used for when asking companies to submit quotes to tender for the work. Council also wanted to thank the Administrative Assistant for persevering with the current website.

The Mayor pointed out to Council that written reports had not been received from Cllr S Parnes for the three agenda items he had submitted and asked whether they were agreeable for Cllr S Parnes to give oral reports on these agenda items. Council agreed.

WTC78/19 PLANNING RULE CHANGE:

Cllr S Parnes gave an oral report of the recent Government announcement of a change in planning rules which will enable Town Centre shops and certain types of takeaways to have a pre-approved status for being able to convert to residential without a full planning application. The other aspect of the rule change was that householders can build far larger extensions

without planning permission which may result in less planning applications being received by Woodstock Town Council for consideration and comment. He also said that there is criticism that plots of single dwellings will be able to build up on their land a lot more.

Cllr E Poskitt informed Council that the change of planning rules had come up at a Development Control Committee Meeting and the Committee were strongly against. Cllr S Parnes confirmed that the bill had been passed by parliament.

WTC79/19 CHANGE OF USE OF FORMER SITE OF WOODSTOCK BRANCH OF BARCLAYS BANK:

Cllr S Parnes informed Councillors that within the planning subcommittee meeting minutes where the above application was considered there was a lengthy discussion suggesting that the location was not part of the Town Centre even though there are other businesses within equal distance on the same part of the road. He felt that maybe the Town Centre designation should be amended.

Cllr E Poskitt agreed with him but confirmed that it falls outside the Town Centre according to the WODC Local Plan.

The Deputy Mayor felt that the Town Hall should mark the centre of the Town.

WTC80/19 WOODSTOCK LIBRARY DEMOLITION ISSUES CONTINUED:

Cllr S Parnes referred to a resident's complaint addressed to both the District and County Councils concerning the application and decision making process related to the demolition of the Library to which Cllr I Hudspeth had responded. Cllr J Cooper stated that he had asked at the May Town Meeting for Cllr S Parnes to come up with an answer as to why the Library cannot be demolished and what Planning Policy Reason he could give why demolition should be refused. As the issue was not going to be resolved the Mayor asked that they continue their exchange outside of the meeting.

WTC81/19 ENVIRONMENT:

Council were asked to consider a request from Peerless Properties, who are the Management Agents for the Management Company responsible for the communal areas within Phase 2 of the Marlborough Place development to install two dog waste bins within Blackberry Way and Orchid Close.

Cllr E Poskitt felt that the whole process of waste disposal should be reviewed and that Council should suggest to WODC that more of the segregated bins for rubbish, recycling, glass, cans are provided at the bus stops and around the streets in Woodstock.

A short discussion followed during which it was stated that the Marlborough Place residents pay a service charge to the management company.

The Council voted in favour of the Clerk writing to Peerless Properties requesting that if they pay for the installation of the two dog waste bins WTC would be happy to pay for them to be emptied regularly. Council stated that if Peerless Properties would not cover the installation costs then they would only supply one dog waste bin on Phase 2 of the Marlborough Place development.

The report for the Annual Safety Inspection of Woodstock Play Areas and Water Meadows was completed on Friday 28th June by John Hicks. Council noted the report and agreed that the Clerk would work through the recommendations within it and take any necessary action required.

Cllr U Parkinson requested that the gates at New Road Play area are adjusted as they should be soft closing but are currently banging shut quite heavily and pose a risk to any children using them.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by the Mayor and seconded by the Deputy Mayor that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

The members of the public left the meeting at this point (9.35pm).

WTC82/19 WTC PROPERTY PORTFOLIO:

Community Centre

Council noted that a request will be submitted to the RFO to consider £2,200 (ex VAT) being allocated in the Budget Review for redecorating the walls and woodwork in the main hall of the Community Centre.

The Mayor proposed the following recommendation which was seconded by the Deputy Mayor:-

that WTC agrees that Company A carry out the exterior re-decorating work on 2 & 4 Park Street to the front elevations only including the erection of scaffolding for the sum of £3264

Council agreed unanimously in favour of accepting the quote from Company A for the painting of 2 & 4 Park Street at a cost of £3,264

6 Park Street

Breckon & Breckon have advised the CMfP that a proposal had been received from a start-up interior designer business to rent 6 Park Street as a retail premises. They were happy with the rent per annum and had specified that they were interested in a long term lease.

Breckon & Breckon confirmed that they were awaiting financial information from the interested party and assuming the documentation they submit is acceptable, the Mayor requested for Council to approve for the Clerk to progress the matter prior to the next Council meeting in September.

Cllr S Parnes repeated his concern that the property had not been properly advertised as the advertising board was not best placed.

CMfP reiterated the earlier question 'whether Council would be happy for the Clerk to progress once Breckon & Breckon have received the financial information and references that they are awaiting. Cllr J Cooper expressed his support of the matter being delegated to the Clerk, working in conjunction with the CMfP.

Cllr J Bleakley asked whether the lease had been tied down with regard to 'empty properties' and what had been put in place? The Mayor confirmed she had previously requested via

Breckon & Breckon that all leases include a clause stating that the shop should be open at all advertised times, unless there is a reason such as serious illness that this was not possible.

A lengthy debate followed during which a variety of views and opinions were expressed before Council finally agreed that the Mayor/CMfP, Deputy Mayor together with the Clerk could give the go ahead for Breckon and Breckon to proceed if they are satisfied with the lease and all other legal obligations are met by the potential tenant. It is essential that the lease stipulates that the premises must be open for business during the advertised trading hours with a 3 month provision to automatically terminate the lease if they fail to comply. Council would need to be consulted for compassionate understanding if there was some reason such as serious illness and the premises had to be closed.

Cllr E Poskitt proposed the wording of the motion proposed was as shown below:-

Council entrust the Clerk, with Mayor/CMfP and the Deputy Mayor to read the lease, be sure they are happy with it and if not an Extraordinary Town Council Meeting is called in August to try and resolve the issue.

A vote was taken.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

Cllr S Parnes requested that it be recorded that he voted against the motion as he did not feel that the property had been properly advertised.

Town Hall Toilet Facilities

After a short discussion on the provision of a toilet that would be more suitable for visitors with disabilities within the Town Hall. Council voted in favour of Breckon & Breckon obtaining quotes to convert the Gentlemen's toilet on the ground floor into a Unisex facility.

2 Market Street

Cllr J Bleakley felt that the three options provided by Council's property agent relating to the surrender of the lease for 2 Market Street outlined within Property Report 3 were not viable and proposed the following as a fourth option which was seconded by Cllr D Davies:-

An agreement written up by Freeths to be put forward to the tenant of No. 2 Market Street to relinquish the lease following the next rent payment. In return WTC shall not pursue renovation obligations/costs from the tenant, WTC will burden themselves with these with a view to having a void period and now turning the property around without delay to get it re-let as soon as possible, certainly in time for the Christmas period.

The Mayor called for a vote on the motion and requested a named vote.

VOTE: For: 7 (Cllrs M Parkinson, P Redpath, S Parnes, P Jay, J Bleakley, D Davies & U Parkinson)
Against: 1 (Cllr J Cooper)

Abstaining: 3 (Cllrs A Grant E Poskitt & T Redpath)

RESOLVED: The motion was carried.

WTC83/19 FREETH INVOICE:

Cllr J Cooper proposed that Council approve payment of the final invoice (£592.80) related to their work preparing the lease for 6 Park Street where the potential tenant withdrew their interest which was seconded by the Deputy Mayor.

RESOLVED: Council voted unanimously in favour of the invoice being paid.

WTC84/19 WYCHWOOD INVOICE:

Council noted the quarterly invoice (December 18 – March 19) from Wychwood relating to the Water meadow management and maintenance, they also confirmed their approval for it to be paid.

WTC85/19 INVOICE FOR CONDUCT OF TOWN COUNCIL ELECTIONS 2018:

Council approved for the invoice to be paid but requested that the Clerk check with WODC how many elections it related to.

The meeting closed at 21.50hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCILS
URGENT PLANNING COMMITTEE
HELD ON TUESDAY 23RD JULY 2019 AT 7.30 pm
IN THE MAYORS PARLOUR, TOWN, HAL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor) Cllr J Cooper, Cllr J Bleakley

Cllr Parnes attended as a member of the public

UPC/3/19 APOLOGIES FOR ABSENCE

Cllr T Redpath, Cllr P redpath, Cllr Poskitt, Cllr Ulli Parkinson,
Cllr Rasch, Cllr D Davies

UPC/4/19 Councillors attending being only 3 the meeting was not quorate and could not proceed.

Meeting Closed at 7.45 pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCILS
URGENT PLANNING COMMITTEE
HELD ON TUESDAY 13th AUGUST 2019 AT 7.30 pm
IN THE MAYORS PARLOUR, TOWN, HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Deputy Mayor), Cllr E Poskitt, Cllr J Bleakley, Cllr D Davies, Cllr U Parkinson.

Cllr Parnes attended as a member of the public

UPC/5/19 APOLOGIES FOR ABSENCE

Cllr T Redpath, Cllr M Parkinson, Cllr S Rasch, Cllr J Cooper

UPC/6/19 DISCLOSURES OF INTEREST

There were no disclosures of interest

UPC/7/19 PUBLIC PARTICIPATION

There was no public participation

UPC/8/19 TO APPROVE THE MINUTES

The minutes of Tuesday 23rd April 2019 were approved, there were no amendments

The minutes of Tuesday 23rd July 2019 were approved, there were no amendments

UPC/9/19 RESIGNATION

The resignation of Cllr P Redpath from the Urgent Planning Committee was noted

UPC/10/219 PLANNING

- a) Ref: 19/01900/HHD 1 The Ley, Woodstock, Oxfordshire
Erection of a single storey rear extension

RESOLVED: The Committee has no objection to this application

- b) Ref: 19/01954/HHD & 19/01955/LBC 48 Oxford Street, Woodstock, Oxfordshire
Internal and external alterations to erect a single storey rear extension to form garden room.

RESOLVED: The Committee has no objection to this application

- c) Ref: 19/02015/HHD 9 Park Side Woodstock
Alterations and erection of two storey side extension.

RESOLVED: The Committee has no objection to this application

- d) Ref: 19/01557/HHD 40 Shipton Road Woodstock Oxfordshire
Erection of replacement fence to rear.

Committee made comment that this application seemed to be retrospective but had no objection to this application providing that it was a continuous fence with no gateway access on to Ryegrass

RESOLVED: The Committee agreed to send the above comments to WODC

- e) Ref: 19/02117/FUL 43 Oxford Street, Woodstock, Oxfordshire
Formation of new opening in rear elevation and installation of sliding door for access to adjoining 17 Market Street. Reduction in ground level to create patio within the grounds of 17 Market Street.

RESOLVED: The Committee has no objection to this application

Ref: 19/02118/LBC 43 Oxford Street, Woodstock, Oxfordshire
Internal and external alterations to form new opening in rear elevation and installation of sliding door for access to adjoining 17 Market Street. Reduction in ground level to create patio within the grounds of 17 Market Street.

RESOLVED: The Committee has no objection to this application

Meeting Closed at 7.48 pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 10th SEPTEMBER 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

ALSO IN ATTENDANCE: One member of the public.

WTC86/19 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC87/19 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
Cllr P Jay	Item 12 Town Council & Blenheim Steering Committee Progress Report: Personal interest as he is a resident of the Retreat, Banbury Road.

WTC88/19 PUBLIC PARTICIPATION SESSION:

None.

WTC89/19 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 9th JULY 2019:

The minutes of the meeting held on Tuesday 9th July were approved, with the following amendment:-

Page 30, lines 12 & 38 - move the word 'into' from after the word 'to' and add it in the text after the word 'enter' so the line reads 'the narrow pavements and to urge OCC to enter into early discussions with.....'

The minutes of the urgent planning committee meeting held on Tuesday 23rd July and the 13th August 2019 were noted.

Cllr P Redpath pointed out that he had never been a member of the Urgent Planning Committee.

WTC90/19 DRAFT MINUTES OF THE TOWN MEETING HELD ON 7th May 2019:

The minutes of the Town Meeting held on the 7th May 2019 had not been received.

WTC91/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with an update on the following:-

- Naming of the streets within the new development (Woodstock East).
- The response received from OALC relating to the query she submitted requesting advice on whether the Standing Orders had been contravened at the June Town Council meeting.
- Coaches dropping large parties at the Chinese restaurant - this matter is being progressed by PCSO Helen Keen.
- Tree works due to commence in the Water meadows.
- Tree liability cover within Woodstock Town Councils insurance policy.
- Use of her delegated power to arrange disconnection of the electricity supply that fed the storage heaters at Woodstock Community Centre.
- The Clerk updated Council of her attendance at the first seminar for the CILCA qualification and advised that she had a Learning Agreement that the student, trainer and Council were required to sign. Council agreed for The Mayor to sign the Learning Agreement on their behalf and took note of the request to be considerate of the Clerk's workload whilst she is completing the qualification.

WTC92/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

CCLr I Hudspeth had invited Mr Anthony Hulsman, Head of Hard Facilities Management at OCC to attend the meeting and update Council on the developments relating to the further structural deterioration of the library building caused by the storm on 9th August 2019. He reported that work would start on site the week beginning 16th September, with the demolition of the building commencing on 25th September which would take up to two weeks. He assured Council that the area would be made safe after the removal of all debris and he did not anticipate the entrance to Hensington Road Car Park having to be closed off at any stage and also gave his assurance that the Memorial Garden would not be damaged.

The monthly Parish report from CCLr Hudspeth was received without comment or questions raised.

CCLr Hudspeth confirmed that the Extinction Rebellion signs that had been sprayed on the road in the centre of Woodstock would be removed.

The Mayor asked CCLr Hudspeth to ensure the trees in the town are lopped, before the Christmas lights are installed at the end of November as the request for completion of these tree works had been ongoing since the end of 2016. CCLr Hudspeth agreed to look into the matter.

The District Councillors' report was received, without comment or questions raised.

Mr Hulsman left the meeting at this point.

WTC93/19 COMMUNICATIONS:

The Mayor reported that she had attended the opening of the Fire & Police Community Hub and said that the weather had been kind and the event was very enjoyable.

She also confirmed that the Salon Privé event in the centre of town held on the evening of Friday 6th September had been a great success and enjoyed by all who attended, and the Mayor's chosen charity Woodstock Youth Club would receive £250 raised on the night. She also attended the Salon Privé event at the Blenheim the following day by invitation and said that it was a great event and a lovely day out.

WTC94/19 QUESTIONS

None

WTC95/19 MOTIONS PRESENTED TO THE COUNCIL:

Cllr P Jay proposed the following motion seconded by Cllr J Cooper and explained his reasons why the matter of the naming of the streets should be drawn to a close:-

Having seen email correspondence between Councillor Parnes and the Town Clerk about the naming of streets the Council finds no merit in the points raised by Councillor Parnes and fully endorses the replies sent by the Town Clerk.

A lengthy discussion ensued during which the Clerk informed Council that she had sought advice from the Monitoring Officer at WODC who had given her the confidence to close email discussions politely when she feels she has provided an adequate response to a query and included all the information to which she has access.

A vote was then taken. Cllr M Parkinson requested a named vote.

VOTE:	For:	7	(Cllrs J Cooper, A Grant, P Jay, E Poskitt, S Rasch, P Redpath & T Redpath)
	Against:	1	(Cllr M Parkinson)
	Abstaining:	2	(Cllrs U Parkinson & J Bleakley)

RESOLVED: The motion was carried.

The Clerk made a personal statement thanking Council for its support but stated that she had not been personally distressed by the persistent emails received, clarifying that it hindered her ability to do her job properly in the contracted four hours a day.

CCllr I Hudspeth left the meeting at this point and Cllr J Bleakley left the room as he had verbally declared a pecuniary interested in the planning application for Hayrick Barn.

WTC96/19 PLANNING:

Council considered the following applications:

Ref: APPLICATION NO: 19/02162/HHD Hayrick Barn, 50 Manor Road, Woodstock
Replacement of various windows and doors.

RESOLVED: WTC have no objection to this application.

Cllr J Bleakley returned to the room at this point.

Ref: APPLICATION NO: 19/02262/HHD 17 Green Lane, Woodstock
Erection of single storey front extension.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO:19/02266/FUL 2 Ashford Close, Woodstock

Change of use of part of the former Woodstock station building to a flexible use for purposes falling within Class B1 or for ancillary residential use associated with 2 Ashford Close,

RESOLVED: WTC opposes this application mindful of the history especially its campaign more than 10 years ago to preserve the area known previously as Youngs Garage and its character as the setting of the former Railway Station from inappropriate development. For that reason the Council considers that this change will conflict with the strengths of the original planning decision to preserve the railway building and the furtherance of employment opportunities on the site.

Ref: APPLICATION NO: 19/02354/FUL Owen Mumford, Green Lane, Woodstock
Temporary siting of portakabin for five years.

RESOLVED: WTC have no objection to this application.

WTC97/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY & AUGUST 2019

Council approved the payments totalling £23,644.82 made in July and £25,847.98 made in August 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for those months.

CMfF Cllr P Jay drew Council's attention to the budget review report which included the following bids:-

Item	Amount
Internal Painting of CC	2,200
Prof fees for Development issues	3,000
Lawn cemetery extension – additional funds	25,000
TH- Ladies toilet upgrade	5,000
Corporate Property Upgrade – 2 Market street	22,000
Tree planting project	8,000
Total	65,200

The consequence of approving all of the additional expenditure is that it would reduce the target reserve to a deficit of £45,238.

Cllr P Jay proposed the following motion and after a discussion

That the council only approve £17,200 worth of bids to be included in the budget review, made up of as follows:

<i>Internal Painting of CC -</i>	<i>£2,200</i>
<i>Prof Fees for Development issues</i>	<i>£3,000</i>
<i>Upgrade to 2 Market Street -</i>	<i><u>£12,000</u></i>
Total:	<i>£17,200</i>

Cllr P Jay explained that £12,000 would be allocated in the ear-marked reserves toward the up-grade of 2 Market Street and an additional £10,000 would be sought within the 2020/21 Budget 2020/21 to cover the outstanding amount required to complete the work.

He advised that the additional proposals within the report should be considered when planning for the 2020/21 Budget in November 2019.

The Mayor then called for a vote.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

Project Monitoring Spreadsheet

The Clerk advised Council that the Lawn Cemetery Extension project cannot be progressed at present due to the estimated cost being considerably more than the amount allocated within the budget. Adequate budgetary provision will need to be allocated within the 2020/21 Budget.

Cllr E Poskitt and the Clerk provided brief updates on the other outstanding projects within the spreadsheet.

WTC98/19 TOWN COUNCIL & BLENHEIM STEERING COMMITTEE PROGRESS REPORT

Cllr P Jay and Cllr T Redpath provided a verbal report from the August meeting of the Steering Committee which included an update relating to the development site north of Banbury Road.

Cllr T Redpath informed Council that Community First Oxford had completed an assessment of all community buildings in Woodstock which had rooms available for hire and had included their size, capacity etc in a draft report for comment. She drew attention to four particular places (Woodstock Primary School, Marlborough School, Woodstock Under Fives Association and Woodstock Football Club) that had been specifically identified in the draft report as sites that could be expanded/improved with development and stated on behalf of the four Councillors who are part of the Steering Committee that the inclusion of those comments made the report biased when it should be neutral.

Cllr T Redpath then proposed the following motion seconded by Cllr A Grant:-

“WTC ask that in the interests of neutrality all references within the tabulation to proposals for funding or relocations associated with the individual sites be removed.”

An in depth discussion followed during which Cllr J Cooper advised Council that he was no longer a trustee of Community First Oxfordshire.

The Mayor called for a vote.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Council agreed that they were not satisfied with the response from Cllr Jeff Haine, WODC Cabinet Member for Strategic Planning regarding the Housing Need Survey and a discussion followed on how to progress the matter further.

Cllr P Redpath proposed that the Clerk write to Dr Christine Gore, Executive Director of WODC to request clarification on the matter which was seconded by Cllr A Grant.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: The motion was carried.

Safe and Sustainable Travel in Woodstock

Cllr M Parkinson volunteered to be the Council representative on the Safe and Sustainable Travel in Woodstock group and agreed to report any relevant information back to Council.

WTC99/19 REVIEW OF URGENT PLANNING COMMITTEE:

Council again noted that Cllr P Redpath had never been a member of the Urgent Planning Committee. They agreed that the Committee should remain in place due to the short timescale for commenting on small development planning applications that are received where extensions are not granted. It was also confirmed that that the committee consisted of nine member and therefore only three members needed to attend for a meeting to be quorate.

WTC100/19 MUSIC SYSTEM AT THE COMMUNITY CENTRE:

Council formally thanked the Caretaker for her efforts to ensure the sound system at the Community Centre remained in working order. They agreed that the sound system would be available to hire at a charge of £15 per session for a 6 month trial period.

WTC101/19 CHERWELL DISTRICT COUNCIL PARTIAL REVIEW OF LOCAL PLAN:

Cllr T Redpath gave a brief verbal summary of her report. She confirmed that after Cherwell District Council have submitted their modifications and the Inspector has looked at them, there will be a 6-week consultation on those main modifications. The plan will then be tidied and re-submitted (probably by Christmas). Cllr T Redpath's recommendation that WTC waits for the 6-week consultation (when the modifications – if any – are known) before making official comment was approved by Council.

Council had previously agreed to commit a further contribution £3,000 towards the professional fees/legal expenses for fighting any future Development issues under minute **WTC97/19**.

Cllr T Redpath stated the Council still need to be mindful of what is happening in relation to the land north of Shipton Road and may have to retain some of the money to seek professional advice on that site if necessary.

WTC102/19 WOODSTOCK PARKING REVIEW QUESTIONNAIRE:

Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

Woodstock Town Council agrees to fund the production of and Councillors to commit their time to distribute the parking questionnaire to all premises in Woodstock.

It was agreed that there should be a cap of £500 maximum spend on the printing of the questionnaire but the Clerk should write to WODC first stating that WTC would like every household to receive a printed copy of the questionnaire and would they be willing to print 1,700 copies free of charge. WTC Councillors agreed to deliver the questionnaires once printed.

WTC103/19 NALC DATA PROTECTION:

The Mayor confirmed that staff were working towards complying with three items listed in NALC Data Protection guidance.

WTC104/19 TOWN GREEN STATUS:

The Mayor advised that although Woodstock Town Council had unfortunately not been able to complete the Town or Village Green applications for the recreational spaces in Woodstock. Cllrs T Redpath, E Poskitt and A Grant had attended a meeting with an Officer from West Oxfordshire District Council to discuss how to get the land dedicated as green space.

Cllr T Redpath gave an oral summary of the meeting and emphasised the amount of information that had been provided by the officer from WODC and confirmed that the application would involve a lot of work which would include a public consultation and that Woodstock Town Council would need to engage the services of a specialist company to support the completion of the application. The possibility of obtaining grant funding for the project was mentioned but WTC would need to allocate a budgetary provision to cover any shortfall between actual costs and any grant awarded.

Council agreed to support Cllrs T Redpath, E Poskitt and A Grant pursuing this option and that they should continue their research and bring any further information to the October Meeting.

WTC105/19 WOODSTOCK ALLOTMENTS:

It was agreed that the Clerk would contact Mr Kinch and request he contact her as soon as an allotment becomes vacant and she will arrange for it to be advertised appropriately. Council stated that only as a last resort should an allotment be allocated to a person living outside of Woodstock.

Cllr M Parkinson stated that he would like the application process for an allotment to be more accessible.

WTC106/19 ENVIRONMENT:

Council noted the recommendations from the Annual Tree Inspection Report. The Clerk advised that she would obtain quotes for the work identified within the report and ask that when quotes are submitted work is listed by area and also by priority, to enable her to ensure that there is adequate budgetary provision for the work.

Cllr P Redpath updated Council on his meeting with Roy Cox, Head of Blenheim Estates at which the Watermeadows were discussed. The meeting was very positive.

Cllr P Redpath agreed to discuss this further with the Clerk.

The member of the public left the meeting at this point (9.35pm).

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr J Cooper and seconded by the Mayor that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC107/19 WTC PROPERTY PORTFOLIO:

Cobbled Area

The response the Property Agent had received from the restaurateur in relation to the annual charge and licence for use of the cobbled area was discussed at length by Council.

RESOLVED: Council agreed that the Clerk would check whether there were any rent arrears outstanding for the use of the cobbled area and that she would call the Property Agent to request that they write to the tenant and convey that it is with the deepest disappointment that the Woodstock Town Council request that the tables and chairs are removed with immediate effect

2 Park Street

The renewal of the lease for the above property was discussed.

RESOLVED: Council agreed for the Property Agent to negotiate the new lease with a view to securing the best terms possible.

4 Park Street

The tenancy was initially for a 12 month period as the tenants were looking to buy a property. As they have not yet secured a property to buy and it looks unlikely that they will do so before November, the Property Agent have recommended offering them a 6 month contract which would take the tenancy expiry date to May 2020.

Cllr A Grant proposed the following motion seconded by Cllr M Parkinson:-

WTC agrees to their Property Agent's recommendation offering the tenants a 6 month contract which would take the tenancy expiry date to May 2020.

RESOLVED: Council voted unanimously in favour of accepting the recommendation and the motion was carried.

6 Park Street

- Term of Lease – to commence on 1st November 2019 for five years to expire on 30th October 2024
- Rent - £14,000 pa, to be paid monthly in advance
- Deposit - £3,500
- Break Clause – Landlord and tenant after 2 years, with 3 months' notice period
- Rent Review – 1st November 2022

Cllr A Grant proposed the following motion, seconded by Cllr M Parkinson:-

WTC are satisfied with the above terms and subject to receiving a satisfactory bank reference, agree that Freeths Solicitors should be instructed to draft the lease to include the opening hours clause, as requested.

RESOLVED: Council voted unanimously in favour of approving the motion.

8 Park Street

Cllr A Grant advised Council that the bathroom tiles to the wall surrounding the shower have continued to cause issues despite the sealant having been replaced around the bath. The tiles, grouting and plasterboard behind the tiles need to be replaced as water appears to be seeping in between the grouting.

Two quotations have been received to replace the tiles and plaster board:

Quote 1	£850+VAT
Quote 2	£1,100+VAT

Cllr A Grant Motion proposed the following motion seconded by Cllr M Parkinson:-

WTC accept Quote 1 of £850 to replace the plaster board and tiles in the shower

RESOLVED: Council voted to accept Quote 1

24 Market Place

The new lease is in the process of being completed. The following additional clause has been proposed by Freeths as requested by the Council:

“The Tenant shall keep the Property open and actively trade from the whole of the Property all Trading Days, except for any period that has been previously agreed in writing with the Landlord.

The Tenant shall use its best endeavours to promote the Tenant’s business at the Property.

The Tenant must not open for business outside the hours of [opening time] to [closing time] [on Mondays to Saturdays (inclusive)] and must not trade on [Sundays,] Christmas Day, Good Friday and any other statutory bank (or local) holiday.

In the event that the Property remains closed without the Landlord’s express written consent, the Landlord shall give to the Tenant not less than 7 days notice (“Notice”) of its wish to determine this lease, and on the expiry of the Notice the term created by this lease is to cease and determine immediately but without affecting any rights or remedies that may have already accrued to the Landlord and the Tenant.”

The tenant is in agreement with the above clause, subject to Council’s agreement to the wording.

Cllr A Grant proposed the following motion seconded by Cllr M Parkinson:-

The Mayor and the Town Clerk sign the new lease for the tenancy of 24 Market Street on behalf of the Council

RESOLVED: Council approved the lease be signed by The Mayor and the Clerk.

2 Market Street

The Property Agent confirmed that the tenant had responded to the proposal from the July meeting with an offer to agree to the early surrender of the tenancy but on the following terms:

1. No dilapidation costs.
2. No legal fees.
3. 50% refund of deposit.

The Property Agent would not recommend Council agreeing to this proposal as it weighed heavily in favour of the tenant. Their recommendation would be to hold off until the lease termination date.

After some discussion Cllr A Grant proposed the following motion seconded by Cllr M Parkinson:-

WTC accepts the advice of their Property Agent to proceed no further with an early surrender of the lease and hold off until the lease termination date of May 2020.

RESOLVED: Council voted unanimously in favour of approving the motion.

Council agreed for the Deputy Caretaker to be paid to clean down the outside the property which would make it look less abandoned.

WTC108/19 WYCHWOOD INVOICE:

Council approved for the quarterly invoice (March 19 – June 19) from the Wychwood Project for the Watermeadows management and maintenance to be paid.

The meeting closed at 22.30hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 8th OCTOBER 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: CCllr I Hudspeth and two members of the public.

The Mayor introduced Kate Begley a former student of the Marlborough School who is presently taking a gap year before going to university in 2020. Kate is very interested in journalism and will attend the monthly Council meetings as she has been asked to write a summary of the meetings for the Woodstock and Bladon News.

WTC109/19 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC110/19 DISCLOSURES OF INTEREST:

Cllr P Jay	Passim: Personal interest as he is a resident of the Retreat, Banbury Road.
Cllr M Parkinson	Item 16 Woodstock Memorial Garden: Personal interest as he is a trustee of the piece of land.
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.

WTC111/19 PUBLIC PARTICIPATION SESSION:

Mr Graham Brown addressed Council on behalf of Sustainable Woodstock and after providing some interesting background details he strongly encouraged Council to declare a Climate Emergency (as proposed in Agenda Item 18) and be proactive in reducing the effects of Climate Change. Sustainable Woodstock would also like Council to take the lead and host an Extinction Rebellion talk to demonstrate their commitment to informing the community of the emergency and fighting Global Warming. Sustainable Woodstock believe that if the message came from the Town Council it would be a much stronger message to our community.

WTC112/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 10th SEPTEMBER 2019:

The minutes of the meeting held on Tuesday 10th September 2019 were approved for accuracy, there were no amendments.

Council agreed that Agenda Item 6 - County and District Councillors' Update and Item 18 - Climate Emergency should be brought forward and taken at this point in the meeting.

WTC113/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr Hudspeth was received by Council. Cllr J Cooper commented on the Growth Deal Funding element of the report which referred to the potential collapse of the Housing Infrastructure Fund (HIF) bid and the severe impact that it could have on the South Oxfordshire Local Plan and Neighbourhood Plans that align to it. Cllr I Hudspeth responded to the comment.

The District Councillors' report was received. Cllr E Poskitt informed Council of the interesting morning she had spent at the Cotswold Council headquarters in Cirencester where developing the environment to sustain biodiversity was discussed. She mentioned a group mapping Oxfordshire for green spaces within communities, not just the obvious green spaces but patches of open land which could be developed into wild flower meadows and similar.

Cllr P Redpath asked whether permission had been granted for the development to the rear of 36 Shipton Road allowed on appeal to be accessed across Ryegrass? Cllrs J Cooper and E Poskitt confirmed that as far as they were aware the permission which was not a planning issue had not been granted.

Cllr J Cooper gave his apologies and left the meeting at this point as he had another engagement.

WTC114/19 CLIMATE EMERGENCY:

The following motion was proposed by Cllr M Parkinson and seconded by Cllr E Poskitt:-

1. *The Town Council declares a Climate Emergency with immediate effect and supports policies such as the ones outlined in the paper and considers these when making future policies and decisions. It will additionally formulate actions which will help combat global warming and introduce the item 'Climate Emergency' permanently to the agenda.*
2. *The Town Council instructs its property agent to assess the viability of installing solar panels on the roof of the community centre and if structurally sufficient, then proceeds to get quotes for the installation*

After some discussion Cllr M Parkinson summarised that the motion is a starting point. Climate Emergency should be an item permanently on the agenda so that the impact of climate change is considered when making decisions. Cllr P Redpath quoted the saying "think global act local". Council agreed that the two bullet points of the motion should be voted on separately.

Motion (bullet point 1)

Cllr U Parkinson proposed an amendment to the motion in which the word declares was changed to acknowledge. Cllr M Parkinson and E Poskitt agreed to the amendment.

Cllr P Redpath suggested adding the following to the end of the motion:-

and this will need a serious redistribution of wealth.

Cllr M Parkinson did not accept for the additional sentence to be added to the motion and there was no seconder for Cllr P Redpath's proposal.

A vote was taken on the amended motion shown below:-

The Town Council acknowledges a Climate Emergency with immediate effect and supports policies such as the ones outlined in the paper and considers these when making future policies and decisions. It will additionally formulate actions which will help combat global warming and introduce the item 'Climate Emergency' permanently to the agenda.

VOTE: For: 5 Against: 1 Abstaining: 2

RESOLVED: Council voted in favour and the motion was carried.

Motion (bullet point 2)

Council discussed the need when considering solar panels on the Community Centre for both an asbestos survey and a roof structure survey to be completed prior to proceeding further. Cllr P Jay proposed an amendment to the motion in which the words 'including in detail the financial impact on the Council affairs,' added after the words Community Centre. Cllr M Parkinson and E Poskitt agreed to the amendment.

Cllr E Poskitt suggested removing the words 'instructs its property agent to' from the motion which was accepted by Cllr M Parkinson. A vote was then taken on the amended motion shown below:-

The Town Council assess the viability of installing solar panels on the roof of the community centre including in detail the financial impact on the Council's affairs and, if structurally sufficient, then proceeds to get quotes for the installation.

VOTE: For: 7 Against: 0 Abstaining: 1

RESOLVED: The motion was carried and it was also agreed that the paper submitted by Cllrs M Parkinson and E Poskitt would be included as an addendum to the minutes.

Mr Graham Brown left the meeting at this point (8.15pm).

WTC115/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with an update on status of the action points from the September meeting.

Council considered the response received from Chris Hargraves, Planning Policy Manager, WODC in relation to the letter sent to Dr Christine Gore questioning how WODC obtain the Housing Need figures for Woodstock without conducting a survey, unsatisfactory.

ACTION: The Clerk would write back to Chris Hargraves stating that Council was dissatisfied and requesting answers to the questions asked in the previous communication.

Council agreed that the hire charge for using the sound equipment at the Community Centre would be added to Conditions of Hire and be effective from 1st of April 2020. The Clerk would arrange for all long term hirers to be informed of the charge well in advance of that date to enable them to budget accordingly.

Cllr P Jay raised the matter of the A44 Road Safety and the lack of response from Oxfordshire County Council to the letter sent in July requesting a meeting to be held to discuss the

seriousness of the issue. The Clerk confirmed that an email had been received earlier that day from Natalie Moore, Communities, OCC. She confirmed that a review of the reported injury accidents on the A44 through Woodstock, and specifically in the section near the Black Prince had been completed. She advised that the longer term accident history showed that the 2016 accident by the Black Prince was the only serious accident in that section of the A44. Four fatal and seven serious accidents involving pedestrians were recorded on other parts of the A44 through Woodstock.

The report stated that whilst the risk of the high severity incidents is a very understandable concern to Woodstock Town Council, the accident statistics do however identify that other parts of the A44 also have very comparable risks. Additionally, the overall accident rate (taking account of the traffic flows) within the town is below average for a built up area.

ACTION: Council requested that the Clerk reply to Natalie Moore and express their disappointment that a copy of the report that was promised had not been received and that the meeting (to be held before 12th September) as requested in the letter sent to Mike Wasley by email, on 22nd July was not arranged. The Clerk should also ask for a date to be arranged for a meeting with the responsible officials, Woodstock Town Council, representatives from Blenheim and other parties who have been concerned about this matter.

WTC116/19 COMMUNICATIONS:

The Mayor reminded Councillors of the importance of their attendance at the Remembrance Parade and Service on Sunday 10th November. She said it would be lovely if all Councillors could attend the Mayors Carols being held at the Town Hall on Saturday 14th December 2019 from 5pm.

WTC117/19 QUESTIONS

Cllr S Parnes made the following written statement (*shown in italics*) at the time he submitted the two questions below:

“The following Questions are submitted for the Town Council meeting of Tuesday October 8th, with the requisite three clear days notice to the Proper Officer in accordance with Standing Order 8: “

QUESTION ONE

Why did the Town Mayor decline to convene an Extraordinary Town Council meeting after being asked to do so as early as 19th September, to address discrepancies between WTC Minute WTC72/19 “PROPOSED HOUSING NEED SURVEY” and the Housing Needs Survey distributed to households throughout the Town (still in circulation with a published submission deadline just 3 days from today’s Town Council meeting and which incorrectly states “The survey is supported by Woodstock Town Council” and also states “CFO will analyse the survey results and prepare a summary report for the Town Council”) whereas at the July Town Council meeting the Mayor asked Council to agree to the request that West Oxfordshire District Council carry out a housing need survey to help inform the developer (Pye/Blenheim) [not vice versa]? The survey, which invites submission of personal information but did not have a privacy policy attached Participant can make their own decision as to what they put on the form or even a direct link to an online version, is not a District Council survey, and does

not disclose the party which instructed and paid for the exercise. Does the Mayor agree that recipients of such surveys have an absolute right to know who is instructing and paying for it?

Why didn't the Mayor ensure the Council's representatives on the relevant Steering Group make the details vividly clear at the July meeting before the vote?

The Mayor said that she did not decline to call the meeting as asked but as Cllr S Parnes had written in his email "as a courtesy to Colleagues, I undertake not to engage in public comment on the matter during the next 24 hours". As stated in the Standing Orders the Mayor has 7 days to call a meeting and therefore, she felt it better to wait and see what the public said. Obviously the public did not saying anything and no other Councillor actually picked up on the fact that a meeting should be held on this process.

The Mayor confirmed that Council had voted for West Oxfordshire District Council (WODC) to do a Housing Need Survey, which was what the motion actually said. Community First Oxfordshire (CFO) and Blenheim Estates were made aware that this was Woodstock Town Councils resolution and they had discussed it with West Oxfordshire District Council (WODC) who agreed that CFO should carrying out the Housing Need Survey as WODC no longer carry out Housing Need Surveys knowing that WTC were happy for one to be carried out. She also confirmed the survey stated that all CFO Privacy Statements are available on the website www.commumityfirstoxon.org and all information is kept in accordance with General Data Protection Regulations.

The Mayor also stated that she had given out all the information she had got at the time of the July meeting when the vote on the motion was taken.

QUESTION TWO

In July the Town Council resolved (Minute WTC82/19 WTC PROPERTY PORTFOLIO): "An agreement written up by Freeths to be put forward to the tenant of No. 2 Market Street to relinquish the lease following the next rent payment. In return WTC shall not pursue renovation obligations/costs from the tenant, WTC will burden themselves with these with a view to having a void period and now turning the property around without delay to get it re-let as soon as possible, certainly in time for the Christmas period." But at the September meeting Council considered a report stating the tenant was amenable, offering to agree early surrender of the lease and even agreeing Council keep half the deposit; as such, how could Council have properly voted to refuse before first rescinding the Resolution from July? And: on what date did the Property Agent convey or indicate their reported recommendation "to hold off until the lease termination date", and why did Council not have sight of their recommendation in their own words on their own letterhead rather than a third-party conveyed interpretation?

The Mayor replied that in her opinion the question had unacceptable accusations within it and she therefore declined to answer it.

WTC118/19 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC119/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 36 Blackberry Way, Woodstock
Conversion of part of garage to study/office.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/02496/FUL Manor Farm Barn, Manor Road, Woodstock
Construction of new dwelling incorporating existing outbuilding with associated works and landscaping. (To allow changes to layout of approved plans 18/00184/FUL)

Condition Number: 2 Conditions Removal: When the project was sent out for pricing we found it to be a very tough tender environment and in order to bring the project on budget we need to make some changes to the design. These changes do not impact on the quality of the project but will require a Minor Material Amendment and therefore a change to the approved plans detailed in Condition 2 of the original planning application approval.

Condition 2 to be amended in accordance with the supporting drawings for this Minor Material Amendment.

RESOLVED: WTC have no objection to this application.

REF: APPLICATION NO: 19/02580/LBC Manor Farm Barn, Manor Road, Woodstock
Construction of new dwelling incorporating existing outbuilding with associated works and landscaping. (To allow changes to layout of approved plans 18/00185/LBC)

RESOLVED: WTC have no objection to this application.

WTC120/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2019

Council approved the payments totalling £20,575.92 made in September 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for those months along with the Internal Controls and the External Audit Report.

Project Monitoring Spreadsheet

The spreadsheet was received without questions or comment.

WTC121/19 INVESTMENT WITH THE PUBLIC SECTOR DEPOSIT FUND MANAGED BY CCLA:

The following motion was proposed by Cllr A Grant and seconded by Cllr M Parkinson:-

WTC agrees that the following Councillors:-

Cllr A Grant, E Poskitt, M Parkinson and U Parkinson as signatories (to date) of the Public Sector Deposit Fund Account may authorise the first investment of £80,000 to this account being the balance from the closed Barclays Bank Deposit Account

RESOLVED: Council voted unanimously in favour of the motion and it was carried.

WTC122/19 TOWN COUNCIL & BLENHEIM STEERING COMMITTEE PROGRESS REPORT

Cllr P Jay provided Council with a brief verbal summary of the discussion had by the Steering Committee the previous day. He confirmed that Community First Oxfordshire had completed the draft of the first stage report and were planning to present it at two public meetings in

early/mid November. The completion of the draft report will bring that exercise to a pretty advanced stage.

Cllr T Redpath said that the Steering Group had been given sight of the draft report but they were advised that the document was to remain confidential until made public by CFO. She advised that the benchmark being used to evaluate the square meterage per population of public buildings in Woodstock is the one used by Cherwell as West Oxfordshire District Council do not have one and it had been pointed out that Woodstock has four and a half times the benchmark figure for its current population. There was a discussion around whether a new community building should be provided within the Hill Rise development due to distance into the town. Cllr T Redpath felt that residents of the new development would probably make the effort to use the facilities already available within the town where classes and local groups meet. She said there was a suggestion that any money should be put into improving the facilities Woodstock has already got.

Cllr T Redpath confirmed that the public meetings that CFO had arranged were to be held on Friday 15th and Saturday 16th November. Cllr E Poskitt noted the dates for inclusion in the Autumn Town Council Newsletter.

WTC123/19 UPDATE ON PLANNING POLICY MATTERS

Cllr T Redpath advised Council that an archaeological survey had been conducted on the additional PR10 site which had revealed that there were no archaeological remains there of any substance and reading between the lines she felt that Blenheim were still hopeful of building something on that piece of land.

WTC124/19 WEST OXFORDSHIRE TOWN AND PARISH FORUM:

The Mayor said that she would attend the meeting if she had no conflicting prior engagement.

WTC125/19 WOODSTOCK MEMORIAL GARDEN:

Council had a long discussion about Woodstock Town Councils' role in how the Memorial Garden is best used and maintained.

Cllr P Jay proposed the following motion:-

Council to authorise the Mayor, Deputy Mayor and the Town Clerk at their discretion to enter into discussions with the Trustees of the Memorial Garden and Blenheim about the best possible use of that site in the interests of the community as a whole and to report back to the Council.

Cllr M Parkinson confirmed that the Trustees (of whom he is one) were waiting to see how the Police station and Library sites are to be developed as the upkeep of Memorial Garden could be included within these plans.

A further discussion followed after which the Mayor asked if there was a seconder for the motion. As no Councillor wished to second it the motion fell.

WTC126/19 DESIGNATED GREEN SPACES:

Cllr T Redpath reported that she had been in contact with Troy Hayes from Troy Planning and they had discussed the brief to produce a Neighbourhood Plan that concentrated entirely on greenspace designation. She provided an overview of her research into the grant funding

process for Neighbourhood Planning available via Locality and confirmed that Troy Planning would be willing to make an application for grant funding on behalf of Woodstock Town Council.

Cllr T Redpath had also received the brief below from Astrid Harvey for the appointment of a consultant to complete the Neighbourhood Plan for green spaces:-

- To lead the preparation of a Neighbourhood Plan for Woodstock in liaison with Woodstock Town Council as client, including applying for Locality Grant Funding for this activity and being a single point of contact for West Oxfordshire District Council.
- To fulfil the requirement of undertaking a strategic assessment of Local Green Spaces across the Parish with the goal of designating Local Green Spaces through the Neighbourhood Plan (including production of maps, all text, production of necessary submission supporting documents so that the Neighbourhood Plan is found to meet the Basic Conditions at examination eg Consultation Statement, Basic Conditions Statement
- To produce the final Neighbourhood Plan for submission to West Oxfordshire District Council.

Cllr E Poskitt said that she had spoken to Astrid Harvey and she had implied that Woodstock Town Council needed to submit a formal application to WODC which included a list of the green spaces being proposed and the parish boundary. A discussion followed during which the following list of sites was drawn up and it was agreed to submit the application:-

Recreation Ground / Football Field
New Road Play Area
Woodstock Bowls and Tennis Club
Watermeadows
Old Woodstock Play Area
Marlborough School Field
Memorial Garden
Allotments
Budds Close Play Area
Old Woodstock Line (OWL)

Cllr T Redpath proposed the following motions:-

1) *That Council RECOMMEND that in view of the timescale Troy Planning be asked to proceed with drawing up a plan for consultation and to make application on behalf of Woodstock for grant funding and that the brief that is presented to Troy Planning is as shown below:-*

- *To lead the preparation of a Neighbourhood Plan for Woodstock in liaison with Woodstock Town Council as client, including applying for Locality Grant Funding for this activity and being a single point of contact for West Oxfordshire District Council.*
- *To fulfil the requirement of undertaking a strategic assessment of Local Green Spaces across the Parish with the goal of designating*

Local Green Spaces through the Neighbourhood Plan (including production of maps, all text, production of necessary submission

- *supporting documents) so that the Neighbourhood Plan is found to meet the Basic Conditions at examination eg Consultation Statement, Basic Conditions Statement.*
- *To produce the final Neighbourhood Plan for submission to West Oxfordshire District Council.*

2) *In tandem that the Town Council will apply for Neighbourhood Area Designation, the boundary of which will follow the boundary of Woodstock Parish.*

Cllr A Grant seconded both motions and the brief as outlined above.

RESOLVED: Council voted unanimously in favour of both motions and agreed that the Clerk write to Troy Planning to inform them of the Council decision and request a fee proposal for the costs to undertake the work.

WTC127/19 ENVIRONMENT:

Cllr P Redpath gave an overview of his meeting with Mr R Cox from Blenheim Estate and asked that another meeting was set up to discuss further the future of works on the Watermeadows. Cllr P Redpath would liaise with the Clerk regarding arranging this meeting

The recommendations from the report written by the Clerk relating to tree planting and tidying up Brook Hill entrance to Watermeadows were discussed.

Council did not approve the recommendation to plant an extra 15 alder to the original 10 alder quoted for and 25 hawthorn and 25 hazel to be planted as provided in quote 1 and therefore, only the 10 alder originally quoted for will be planted in the area where the poplar trees were removed during November.

Council did agree to accept the quote for Dowdeswell to re-level the pathway from the Black Prince entrance to the Brook Hill entrance and lay stone to enable clean access via that entrance at a cost of £250 plus VAT.

WTC128/19 OFFICE OPENING HOURS OVER CHRISTMAS PERIOD:

It was agreed by Council that the Woodstock Town Council office would be closed from Monday 23rd December 2019 through to Thursday 2nd January 2020. A notice will be displayed on the main door of the Town Hall and on the noticeboards from early December to notify residents and hirers of the closure and contact arrangements during the period the office is closed. The protocol for funerals during this period was discussed and it was agreed that there would be no facility for burials which follows the practice of other Councils.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr J Cooper and seconded by the Mayor that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Kate Begley and the remaining member of the public left the meeting at this point (9.50pm).

WTC129/19 WTC PROPERTY PORTFOLIO:

Town Hall Disabled Toilet

Council were informed that the quotes obtained to change the current ground floor toilets to a unisex facility and to refurbish the first floor ladies toilets were still being collated.

Community Centre

Cllr A Grant advised that following the Council's decision, two further quotes are being sought for the redecoration of the Main Hall.

Cobbled Area

After confirming with the tenant that he would not pay the required licence fee, a letter will be sent to request that the tables and chairs be removed from the cobbled area. The Responsible Financial Officer has been investigating whether there are any payment arrears and has contacted the previous Property Agent requesting clarification of the annual payments received from the tenant.

2 Park Street

Renewal of the lease is currently being negotiated with the franchisee of the Post Office. The Property Agent will keep Council updated on this matter.

4 Park Street

The current tenancy is due to expire on 29th November 2019 and the tenants had previously requested an extension of 6 months to their lease which was agreed by Council. They have advised the Property Agent that they wish to take the lease for another year with a six month break clause.

RESOLVED: WTC agreed to the lease being renewed for another year with the break clause requested.

6 Park Street

The Property Agent advised that some reference documentation is still outstanding which is being chased by the prospective tenant as a matter of urgency. They also advised that the old lease from 2010 should be removed from the freehold title, which will close the historic leasehold title as this has been an issue with previous potential tenants.

Cllr A Grant, CMfP proposed the following motion seconded by Cllr M Parkinson:-

WTC agrees that:

The Town Clerk instructs Freeths Solicitors to submit an application to the Land Registry to have this old lease removed at the anticipated cost of £450 - £650 + VAT and disbursements as advised.

RESOLVED: Council voted unanimously in favour and the motion was carried.

New Lease for 6 Park Street

Cllr A Grant reported that it was hoped that all the relevant paperwork will be completed and the new lease drawn up and signed to enable the new tenant to move in on the 1st November 2019.

Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

*WTC agrees that;
Providing the Town Clerk and the Mayor are satisfied with the content of the new lease they both sign it on behalf of the Council to enable the new tenant to move in on 1st November 2019*

RESOLVED: Council voted unanimously in favour and the motion was carried.

24 Market Place

The delay with the lease being completed is being dealt with by the Property Agent.

Woodstock Bowls and Tennis Club

Cllr A Grant reported that costs are being sought from Council's solicitors for the amendment to the current lease that has been requested to allow for 'the passage of electricity and water mains together with the route and discharge of foul water to the septic tank.'

The Clerk has been chasing up the outstanding contribution from Woodstock Bowls and Tennis Club towards the costs of replacing the boundary fencing.

Community Centre Dishwasher

Due to the ongoing issues with the dishwasher not working properly and its age (9 years old) Cllr A Grant proposed the following motion which was seconded by Cllr E Poskitt:-

WTC agree that a new dishwasher be purchased and installed at the Community Centre as soon as possible at the cost of £1,200 plus VAT.

RESOLVED: Council voted unanimously in favour and the motion was carried.

WTC130/19 HEADS OF AGREEMENT:

Council approved for the Heads of Agreement for the new lease to be drawn up for 6 Park Street.

The meeting closed at 22.00hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th NOVEMBER 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr J Cooper
Cllr P Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr P Jay
Cllr S Parnes
Cllr T Redpath

ALSO IN ATTENDANCE: Three members of the public and Kate Begley attending as she will be writing a summary of the meeting for the Woodstock and Bladon News.

WTC131/19 APOLOGIES FOR ABSENCE:

Cllr D Davies, U Parkinson, E Poskitt, S Rasch and CCllr I Hudspeth.

WTC132/19 DISCLOSURES OF INTEREST:

Cllr P Jay	Passim: Personal interest as he is a resident of the Retreat, Banbury Road.
Cllr M Parkinson	Item 11 a): Prejudicial interest as he works for the sister company.
Woodstock Town Council	Item 10 a): Personal interest as Woodstock Town Council own the two properties next to The Woodstock Arms.
Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

WTC133/19 PUBLIC PARTICIPATION SESSION:

There was no public participation.

WTC134/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 12th OCTOBER 2019:

The minutes of the meeting held on Tuesday 12th October 2019 were approved for accuracy, there were no amendments. Cllr S Parnes requested that his abstention from approving the minutes was recorded due to him not being present at the meeting.

The Mayor pointed out that the date on the addendum to the minutes was incorrect and it should be amended to read 08/10/19 not 08/11/19.

WTC135/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with an update on status of the action points from the October meeting.

She reported that she had written back to Chris Hargraves stating that Council were dissatisfied and requesting answers to the questions within their previous communication. He responded saying that he felt he had answered the substantive point which related to the evidence of housing need underpinning the decision to allocate 600 homes at Woodstock through the Local Plan process. He asked WTC to elaborate on which specific question they feel he had not yet answered which the Clerk referred to Cllr T Redpath for her to clarify and respond which to date she has not had the capacity to do.

Cllr S Parnes proposed the following motion, seconded by Cllr T Redpath:-

That:-

The Clerk write back to Mr Hargraves asking for an explanation as to why the Town Council was not informed that the survey was not going to be conducted by them after they had the resolution text from the Council.

A vote was then taken.

VOTE: For: 5 Against: 1 Abstaining: 1

RESOLVED: The motion was carried.

The Clerk confirmed that she had emailed Natalie Moore as requested to ask whether she could liaise with the relevant parties at OCC and propose some suitable dates that a meeting could be arranged to discuss the A44 Road Safety in more detail but to date she had not received a response.

Cllr P Jay said that it was intolerable and grotesquely rude and offensive that OCC had not replied to the email sent by the Clerk and that WTC should take all action available to them to tackle the issue (including bringing it to the attention of the County Councillor).

Cllr P Jay proposed the following motion which was seconded by Cllr J Cooper:-

That:-

The Clerk should take all possible steps to demand a proper answer to the request and that the disgraceful behaviour from OCC should not be allowed to continue.

Cllr P Redpath stated that it had become increasingly more difficult to contact any department within OCC via telephone and felt that there should be a mass protest to bring OCC back to the telephone and make them directly accountable.

RESOLVED: Council agreed unanimously in favour of the motion and it was carried

The clerk advised that the Deputy Caretaker had undertaken the task of clearing ivy from headstones and generally tidying up Hensington Road Cemetery and she thanked him for all his hard work to date as the task was ongoing.

The request from Mrs Owen to donate a bench in memory of her late husband within the Lawn Cemetery was discussed. The Mayor drew Council's attention to the policy stating that the maximum of three benches be allowed in the Lawn Cemetery and confirmed there were already three benches in situ. She confirmed that two prior requests received by Council had been refused. The Mayor suggested that the request from Mrs Owen and those previously refused might be considered within the design of the cemetery extension. She said

Cllr T Redpath had informed her that Kidlington Parish Council had purchased a large sturdy bench which had the provision to hold small memorial plaques and bereaved families offered the option of paying for plaque to be fitted to the bench. This in turn paid for the bench. WTC may wish to consider this option when the Lawn Cemetery extension is completed and in use.

Council agreed that the Lawn Cemetery policy needed to be reviewed and that Mayor and the Clerk to look into this and bring it back to Council for approval.

Council approved for the Caretaker to apply for both CostCo and Booker Cash & Carry cards to use for future work related purchases which would enable WTC to claim the VAT paid back.

The Wychwood invoice for the period from July to September was approved for payment.

WTC136/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr Hudspeth was received by Council. Cllr S Parnes informed Council that at a recent meeting the County Council had resolved not to support the Cambridge-Oxford Expressway and he wanted to ask Cllr Hudspeth 'what impact that's likely to have in the governments further processing of it or is it just a token position of the County Council or if it's going to have any real sway in terms of the government consideration?'

The Mayor confirmed that the Clerk would forward the question onto Cllr Hudspeth.

The District Councillors' report was received. The Mayor queried additional information relating to the planning application for 48 Park Street and the refusal by WODC to grant permission as WTC had submitted their response of no objection prior to that information being made available. Cllr J Cooper confirmed the additional information was related to the harm that would be caused to a listed building in a conservation area which led to the decision to refuse the application.

Cllr T Redpath made a rhetorical comment that she was stunned by the fact that even though the appeal inspector refused planning application for two dwellings on the site of 1 Hill Rise due to the impact they would have on the World Heritage Site, Blenheim are still proposing to build 200 plus houses in the same area. Cllr J Cooper confirmed that he took the matter up as in the previous Inspectors report on the local plan it was stated that there should not be development in Old Woodstock because of the effect on the World Heritage Site and particularly the effect the Column of Victory.

Cllr S Parnes asked Cllr J Cooper why the District Council is supporting the use Blenheim Estate Office as a Polling Station which may have a negative impact on the businesses within the town.

Cllr J Cooper advised that the overriding consideration for the decision was purely related to the Estate Office having level access.

Cllr S Parnes then asked whether the WODC decision to approve the change of use on the Old Railway Station site would set a precedent for future applications made to change the of use of buildings?

Cllr J Cooper confirmed that there has already been one changed.

Cllr S Parnes referred to the WODC member of cabinet for Environment previously writing to clarify that they do not have the resources to manually data input significant number of paper questionnaires. He asked now that 1500 hard copies have been delivered what will happen if hundreds are returned, will WODC find the means to input the results? And secondly who is paying for that?

The Mayor confirmed the Woodstock Town Council agreed to pay for and deliver the 1,700 hard copies of the questionnaire that WODC after originally refusing had subsequently agreed to print. She added that in her view if WODC do not have the resource to input the hard copy responses then the whole process would have to be aborted as everybody has the right to have their say and why should those people who do not have access to the internet be penalised.

Cllr J Cooper reiterated that there is a section of the community who do not use the internet.

WTC137/19 COMMUNICATIONS:

The Mayor showed Council a copy of the book 'Woodstock its buildings and people' which had been produced by Elizabeth Poskitt John Banbury Patricia Crutch and Robert Edwards. She then asked Council if they would like to purchase 10 Copies at a discounted price of £12 rather than £14.99 that could be presented as gifts to important visitors or possibly as raffle prizes.

RESOLVED: The Council agreed unanimously in favour of purchasing 10 copies of the book at the cost of £120.

The Mayor thanked her daughter Sarah, her son-in-law Ian, her sister Dulcie and her husband Jim for the great support and assistance they gave her in preparing and putting on the Remembrance Reception. She also thanked the staff for their part in the important event, together with the Reverend Stephen Pix who kindly took the service as Woodstock found itself without a Rector and Mrs Jean Hollis who helped by relaying the knowledge her late husband had of the proceeding which has helped the Council to hold the event over many years. Finally she said that the person who is elected as Mayor in the forthcoming year should have a meeting with the key people (Reverend, Jean Hollis etc) in early September to ensure all arrangements are in place, in good time. This year the Queens Standard Bearer was only confirmed 1 hour before the Parade was due to start which was quite a worry.

The Mayor advised Council that she had attended the South East Reserve Forces and Cadets Association award presentation at Pembroke College. The event provided the opportunity to recognise individuals who had demonstrated the voluntary ethos and built and nurtured the enduring relationships that are so important to both the Country and Local Community. She said that recognition is given through the award of medals and Her Majesty Lord Lieutenants certificate for meritorious Service. The award and certificate were instituted in order to afford public recognition to those members of the Reserve and Cadet Forces whose efforts are not recognised by the twice yearly honours list. The Certificate ranked second to the Queens Honours List. The Mayor confirmed it was a really lovely evening which also included British Empire Medals being awarded to five people who had undertaken some amazing voluntary work.

WTC138/19 QUESTIONS

The Mayor responded to the three questions that had been submitted by Cllr S Parnes as shown below:

QUESTION ONE

How can the Town Mayor's refusal to answer Question Two at the October 8th Town Council Meeting be reconciled with Code of Conduct's Paragraph 6 titled Openness which states "You must be as open as possible about your actions and those of your council, and must be prepared to give reasons for those actions."; and, why did the Mayor opine that Question Two "had unacceptable accusations within it" when, after all, the Code of Conduct's Paragraph 5 titled Accountability states "You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office."? Does the Mayor not agree that the Questions segment of the Agenda, which is a common standard feature among similar council bodies throughout local government, is a legitimate means of such scrutiny?

The Mayor responded by saying that she was more than happy for Cllr S Parnes, any other Councillor or member of the public to scrutinise the actions of the Council via all documentation available. As Mayor she had not made any lone decisions and respected the decision of the Councillors majority which is something Cllr S Parnes seemed to struggle with and seemed to try and voice an opinion via email when he had not attended the meeting. Decisions can only be made at the table which he well knew. She stated that all Councillors are supplied with all available documentation before meetings to enable them to be fully prepared. The decisions of the Council are fully documented and actioned by the Clerk

She went on to say as mention before the Mayor does not make decisions, the Council does and she therefore, put it back to Cllr S Parnes that the Clerk who is the Council Proper Officer is the first place of call for any information he required as is so, for any member public who wished to scrutinise as Cllr S Parnes called it. The Mayor finished by saying if Cllr S Parnes read his papers and attended meetings he would not need to ask questions as all the information is there for him.

QUESTION TWO

After so many months throughout which the Council's commercial property at 6 Park Street has been vacant, why have the 'To Let' sign outside the property and the online property listing of the vacancy only appeared last month?

The Mayor responded that all information regarding Cllr S Parnes question is available in Council Office and is also available for public scrutiny. She said that Cllr S Parnes had received all the papers that have been received from the Property Agent which explain what exactly has happened in relation to advertising the property.

QUESTION THREE

Bearing in mind the Town Council's recognition of climate emergency last month, why is it necessary to print 1500 paper copies of the WODC parking survey when 200 paper copies were provided for availability in the town hall, most people have online access or the ability to seek assistance in obtaining one of those 200 copies, the processing of the paper copy responses is prone to less accuracy and substantial cost which is not readily available, and many paper copies will end up in the bin anyway?

The Mayor stated that most of the question had been answered in her answer to Cllr S Parnes first question. She put to him the fact that the Country is currently in the middle of a political quarrel and the political parties do not think anything of posting hundreds of pieces of paper through her door, so they are not actually going via the fact they have declared a climate emergency. She said that the questionnaire had been printed for the public to help them and Councillors had to look after their electorate. She went on to say that he reason why she put

the motion forward was because she did not feel that any Councillor had the right to say that that residents should not have a hard copy questionnaire.

WTC139/19 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC140/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 19/02670/LBC Woodstock Arms 6 - 8 Market Street, Woodstock

Ref: APPLICATION NO: 19/02669/FUL Woodstock Arms 6 - 8 Market Street, Woodstock
Erection of pergola to rear yard area.

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/02599/HHD 70 Oxford Street, Woodstock

Erection of playhouse (Retrospective).

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/02709/LBC Woodstock House, Rectory Lane, Woodstock

Structural repair works and alterations to existing roof and chimney.

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/02769/FUL The Old Telephone Exchange, New Road, Woodstock

Replacement of three windows with aluminium acoustic louvres.

RESOLVED: WTC had no objection to this application.

WTC141/19 APPLICATION FOR STREET TRADING CONSENT:

Council considered the following applications submitted in relation to the Wake Up To Woodstock events being held on Friday 29th and Saturday 30th November 2019 and their responses are shown below:-

Licensing Application Consultation W/19/01162/STC The Oxfordshire Pig Roast Company Ltd

Trading from: St Mary Magdalene Church courtyard, towards the back nearest the grave site using 3m Square black gazebo with hog roast machine, 2/3 trestle tables with black table cloths.

Selling: Hot cooked pork in bread rolls with bread based stuffing and condiments & Hot turkey rolls in bread rolls with bread based stuffing and condiments.

RESOLVED: WTC had no objection to this application.

Licensing Application Consultation W/19/01195/STC Oxford Crepes

Trading from: Woodstock Town Square using 3m x 3m Gazebo

Selling: Sweet and Sour Crepes.

RESOLVED: WTC had no objection to this application.

WTC142/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – OCTOBER 2019

Council approved the payments totalling £45,576.90 made in October 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month.

The quotes received from potential Internal Auditors were considered along with the recommendation below:-

The following motion was proposed by Cllr P Jay and seconded by Cllr A Grant:-

That:-

WTC accepts the quote from company B of 620.00 plus VAT based on 1.5 days on site and includes all expenses to carry out the Council Internal Audit subject to references

RESOLVED: Council voted unanimously in favour of accepting the recommendation to engage company B as their Internal Auditor.

Cllr J Cooper proposed that the £830 funding received from WODC for Community Clean Up be used towards re-varnishing and resealing the benches situated on the Town Square and on the Millennium Triangle. He also suggested that the Town Stocks would benefit from being resealed.

Cllr A Grant suggested purchasing an electric rechargeable leaf blower for the Deputy Caretaker to use when clearing the area around the Town Hall as it is difficult to remove the rubbish between the cobbles with a broom due to the surface being uneven. The Clerk informed Cllr A Grant that the Deputy Caretaker had already acquired a secondhand leaf blower at a very reasonable price. Cllr A Grant asked if this was electric or fuel, as if it was a fuel it could not be kept in the Town Hall as it would be a fire hazard. The Clerk said she would check with the Deputy Caretaker and if the machine was electric it would be PAT tested.

RESOLVED: Council voted unanimously in favour of using the funding towards the costs of undertaking the work proposed by Cllr J Cooper and the Administrative Assistant would obtain quotes from local tradespersons.

Project Monitoring Spreadsheet

The Clerk advised Council that she hoped that the Millstream bank repairs would be completed during the winter months. She agreed to investigate with the Administrative Assistant whether there is a need for a free standing projector and screen that could be hired when booking rooms in either the Town Hall or Community Centre. Obtaining a quote for a replacement boiler had proved difficult but both the Clerk and Administrative Assistant will persevere with the task. The Mayor's Consort and Chain will be sent away for engraving after the Christmas period which will result in the project being completed early in the New Year.

WTC143/19 TOWN COUNCIL & BLENHEIM STEERING COMMITTEE PROGRESS REPORT:

Cllr P Jay provided Council with a brief verbal summary of the very lively discussion had by the Steering Committee the previous day stating that Cllr T Redpath took the developers to task for their attitude of the Woodstock South East project where they said they would seek judicial review of the inspector's decision to reject that part of the Cherwell Local Plan. He confirmed that the Community First report was discussed prior to it being presented to the public at the meetings being held that coming weekend. He reported that the \$106 money

had been fixed in relation to the Woodstock East development but not for Hill Rise or Banbury Road as those will be fixed at a later stage in the process as the amount of affordable housing for those areas had not been set yet.

Cllr P Jay stated that there was trouble from the developer's point of view in Old Woodstock as there is a very vigorous group that are strongly opposed to the development around Hill Rise.

Cllr T Redpath added that the second consultation document on the Cherwell Local Plan was now out and the deadline for comments is Friday 20th December 2019. She said that the reason for the second consultation period is because the inspector had taken out the 500 "Woodstock" houses from the plan and those houses had to be reallocated. She also said that when challenged about the S106 money on Woodstock East the developer had said that they have had to set aside the money but it is flexible, giving the example that the Section 106 agreement states that a new under-fives building will be built on the eastern side of the site after delivery of the 90th house unless a better location can be found in the town. This option has the support of Oxon County Council. The developer has stated that OCC wanted to work with the provider of under-five care (WUFA) but effectively OCC could override the fact that both WUFA and the community want the provision to remain in its current location.

Cllr T Redpath informed that Blenheim had referred to two sorts of Section 106 monies, a "statutory" one and a discretionary payment that the developer can make over and above the statutory provision. She confirmed that the Doctors Surgery came out as the number one priority in the survey which will be the largest chunk of money that will come out of the discretionary amount paid by the developer, leaving very little money for anything else as had been suggested earlier in the process..

WTC144/19 UPDATE ON PLANNING POLICY ISSUES:

Cllr T Redpath gave a brief overview of her report and advised that the hearing sessions for the examination of the Oxford City Local plan will begin on Tuesday 3rd December 2019 and that the Cherwell Development Watch Alliance (CDWA) will be speaking at that enquiry.

Cllr T Redpath raised the issue of the second consultation on the Cherwell Local Plan Partial Review and referred back to the agreement she had got from WTC at a previous meeting to put money into the budget to support the CDWA but with the option of Woodstock Town Council being able to use towards engaging a planning consultant for the Cherwell Local Plan Partial Review.

She also reiterated that the PR10 site was in two sections and there remains an option to develop the smaller part of the site on the eastern side of Shipton Road. The site has been earmarked for sports field development for use by Marlborough School and Woodstock Town Football Club. She said that she had read somewhere that Marlborough School needed playing fields, she was unsure why they would need these other than the fact that if they get the new site there will be a wedge of green land which is currently near the school playing field right abutting development that is already going ahead. She said that she couldn't see that the developer had made a particular representation about that piece of land but the situation should be kept an eye on.

Cllr T Redpath confirmed that she had approached Troy Planning and Design Limited and they have indicated that they would be happy to act as consultant on behalf of Woodstock Town Council. She proposed the following motion which was seconded by Cllr A Grant:-

that Woodstock Town Council employ Troy Planning and Design Limited as their consultant to submit an objection.

RESOLVED: Council voted unanimously in favour and the motion was carried.

The Mayor thanked Cllr T Redpath for all the work she is doing in the planning/development area.

Council agreed unanimously in favour of supporting the objection submitted by Shipton-on-Cherwell Parish Council against the proposed extension to Shipton-on-Cherwell quarry and agreed that the Clerk would submit the response to the planning inspectorate.

WTC145/19 CLIMATE EMERGENCY:

Cllr M Parkinson reported that although they had nothing to report at the meeting himself and Cllr E Poskitt had been quite busy and had a number of things to discuss which they should hopefully report back to Council at a future meeting. He reminded everyone (Councillors and members of the public) that they are more than welcome to put forward their ideas. The issue of having solar panels installed on the community centre roof was raised by Cllr J Cooper which the Mayor confirmed was being reinvestigated. Cllr J Cooper advised that WODC had a new Climate Change Officer whom he suggested WTC should engage and work with.

The Mayor confirmed that Sustainable Woodstock are keen to assist and support the Council in relation to Climate Change and Cllr M Parkinson thanked the group for their persistence with local businesses to recycle more and reduce single use of plastics.

WTC146/19 WOODSTOCK GREEN SPACES - NEIGHBOURHOOD PLAN:

Cllr T Redpath confirmed that she had advised both Community First Oxfordshire and Blenheim Estate (owner of some of the areas included) that Woodstock Town Council planned to undertake a Neighbourhood Plan which is a required provision for registering the Green Spaces in Woodstock.

RESOLVED: Council agreed to engage the services of Troy Planning and Design to provide consultancy support for the Woodstock Neighbourhood Plan which would include applying for the £9,000 grant to cover the cost of the project

WTC147/19 VE DAY 2020 - 75th ANNIVERSARY CELEBRATIONS AND COMMEMORATIONS 8th - 10th MAY:

After a brief discussion Council decided to defer the item for discussion at the December meeting to allow Councillors time to consider and make suggestions as to how WTC might be involved in the celebrations and commemorations.

WTC148/19 DRAFT MINUTES FROM THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 4TH OCTOBER 2019:

The draft minutes were noted by Council.

Cllr Jay stated that issues raised at the TAC meetings were never followed through and responded to by Oxfordshire County Council Officers. He requested that this be raised again within the communication that was agreed under minute number WTC135/19.

Council noted the agreement of the committee to post the draft minutes from their meetings on the Woodstock Town Council Website.

**MINUTES OF THE BUDGET MEETING OF
THE WOODSTOCK TOWN COUNCIL
AT 7.30PM ON TUESDAY 26th NOVEMBER 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr. A Grant (Mayor)

Cllr. J Cooper

Cllr. U Parkinson

Cllr M Parkinson (Deputy Mayor)

Cllr. P Jay

Cllr. E Poskitt

ALSO IN ATTENDANCE: Rachel Johnson, Responsible Financial Officer and Kate Begley attending as she will be writing a summary of the meeting for the Woodstock and Bladon News.

WTC151/19 APOLOGIES FOR ABSENCE:

Cllrs D Davies, P Redpath, T Redpath, S Rasch and CClr I Hudspeth

WTC152/19 DECLARATIONS OF INTEREST:

Cllr P Jay

Passim: Personal interest as he is a resident of the Retreat, Banbury Road.

Cllr J Cooper

Item 5 Budget 2020-21 (iii) Personal interest as he is a member of the Woodstock Youth Club Committee and a member of Sustainable Woodstock.

Cllr J Cooper

Item 6 Planning Personal interest as he is a member of the WODC Uplands Planning Sub Committee.

Cllr A Grant

Item 5 Budget 2020-21 (iii) Personal interest as she is the Secretary of Woodstock Youth Club

Cllr M Parkinson

Item 5 Budget 2020-21 (iii) Personal interest as he is the Treasurer of Woodstock Youth Club, he is a member of the Mock Mayor Committee and he is a Trustee of the Chapel Trust for the Memorial Gardens

Cllr U Parkinson

Item 5 Budget 2020-21 (iii) Personal interest as she is a Trustee of Woodstock Exhibition Foundation

Cllr E Poskitt

Item 5 Budget 2020-21 (iii) Personal interest as she is a member of Sustainable Woodstock, she volunteers for Volunteer Link Up West Oxfordshire and she is the Chair of Friends of the Oxfordshire Musuem the recipient of funds from the Mock Mayor 2019.

Cllr E Poskitt

Item 6 (b) Planning Personal interest as she lives three houses away from the applicant.

WTC153/19 PUBLIC PARTICIPATION SESSION:

None

WTC154/19 QUESTIONS:

There were no questions.

WTC155/19 BUDGET 2020-21:

Cllr P Jay proposed that the grant applications be considered before the 2020-21 Budget to which Council agreed unanimously.

Council approved for £3,000 to be allocated and distributed across the groups and organisations that had applied for a grant.

All applications received were discussed and Council agreed unanimously to the £3,000 being allocated to the following applicants:-

Woodstock Scouts and Guides	£500
Volunteer Link	£100
Woodstock Youth Club	£800
Citizens Advice West Oxfordshire	£200
Sustainable Woodstock	£300
Oxford Association for the Blind	£100
Mock Mayor	£500
Woodstock Exhibition Foundation	£200
Memorial Garden	£150
Woodstock Ladies Circle	£150

Cllr E Poskitt reiterated that recipients of the grants should provide the Council with a written report on how the money has been utilised prior to the period when the next grant applications are submitted.

Cllr P Jay, CMFF presented to Council the 2020-21 Budget (appendix 1). He thanked the Mayor for her good management and skill when dealing with Council financial matters which have resulted in the profile of expenditure over the 5 year period being so good.

Cllr P Jay explained that all projects proposed within the budget plan would need to be considered and agreed by Council before a project was undertaken regardless of whether the bids for the funds had been approved.

The bids tree planting project, noticeboards, re-decoration of the Reception Office and the Office doors, External PA system were all discussed.

Cllr J Cooper queried the amount allocated in the budget to cover the costs of the 2020 Town Council Elections. The Responsible Financial Office confirmed that those costs would come out of the 21/22 Budget.

Cllr P Jay proposed the following motion which was seconded by Cllr A Grant:-

that the Council:

- *sets the precept for 2020-21 at £100,000;*
- *approves the publication by the RFO of the spreadsheets supporting this paper as the council's budget for 2020-21 and its budget plan for the following five years;*
- *approves an application for a Public Works Board loan of £20,000 for the cemetery extension, to be repaid in 2022-23*

A vote was taken.

VOTE: For: 5 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

Cllr Poskitt proposed that the Council thank the Responsible Financial Officer Rachel Johnson for her hard work in producing the Budget papers. The Council agreed unanimously.

WTC156/19 PLANNING:

The following planning applications were considered by Council and their responses are shown below:-

Ref: APPLICATION NO: 19/02956/HHD 5 Hedge End Woodstock
Erection of replacement front porch.

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/02791/HHD Damson House 18B Hensington Close, Woodstock
Removal of existing detached garage. Erection of two story side extension.

RESOLVED: WTC had no objection to this application.

WTC157/19 OXFORDSHIRE GROWTH BOARD SURVEY:

Council discussed at length their response to the Oxfordshire Growth Board Survey and considered the response Cllr P Jay had presented in his paper before he proposed the following motion at the table :

That:-

WTC submit the response contained within his paper as their collective response to the Oxfordshire Growth Board Survey.

As the motion was not seconded it fell.

Cllr J Cooper then proposed the wording below as WTC's response to the Growth Board Survey which was seconded by Cllr E Poskitt:-

That:-

Woodstock Town Council is disappointed in the proposals put forward by the Growth Board over several years.

It seems until recently to act on a basis that was not robust in its original foundation. Taking lack of account on the infrastructure consequences of its proposals. Ignoring all normal planning constraints such as the Green Belt and a World Heritage Site.

We request that properly accountable structure plans be reinstated in the County Council and District Council having the restoration of powers to alter Local Plans.

A vote was taken.

VOTE: For: 6 Against: 0

RESOLVED: Council voted unanimously in favour of the motion and it was carried.

Cllr E Poskitt provided a response to Question 6 in the Survey - "Please describe how you think the Growth Board should be perceived in three words" - By another name.

The Mayor finished by advising Council that WTC collected £19.30 towards the British Legion Poppy Appeal and the total raised for the District was £3,500.

The meeting closed at 20.28hrs

Cllr P Redpath reiterated again that Oxfordshire County Council should be more accessible and more accountable.

WTC149/19 TOWN PALACE DIALOGUE MEETING HELD ON TUESDAY 5th NOVEMBER 2019

The brief notes of the meeting, produced by Cllr E Poskitt were noted along with the date of the next meeting which will be Tuesday 21st March 2020.

The Mayor pointed out that the date for dredging the lake should read May 2020 not May 2019.

Council noted that it had been agreed at the meeting that the draft minutes of the Town Palace Dialogue meetings would be posted on the Woodstock Town Council Website.

EXCLUSION OF THE PUBLIC AND PRESS

Proposed by Cllr J Cooper and seconded by the Deputy Mayor that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Kate Begley and the members of the public left the meeting at this point (9.00pm).

WTC150/19 WTC PROPERTY PORTFOLIO:

Cllr A Grant CMfP provided a brief verbal summary of her report and answered questions raised by Councillors relating to the Cobbled Area, 2 Market Street and 6 Park Street.

Community Centre

Cllr A Grant advised that, two quotes have been received for the redecoration of the main hall and rear hallway and proposed the following motion , seconded by Cllr M Parkinson :-

WTC agrees that:

Company B be awarded the contract to paint the walls and woodwork of the main hall and rear hallway at the cost of £1985 + VAT and excludes the main hall ceiling which is not thought to need redecoration at the current time.

RESOLVED: Council voted unanimously in favour and the motion was carried.

Woodstock Bowls and Tennis Club

Cllr A Grant confirmed that a quote had been received for the cost of amending the lease to grant the club rights in respect to foul water drainage and electricity supplies across the adjoining children's play area. Council agreed to defer this item for discussion at the December meeting after as they needed time to view the letter in received from the Club and recap their request.

The Clerk agreed to check and confirm whether the outstanding contribution from Woodstock Bowls and Tennis Club towards the costs of replacing the boundary fencing had been received.

The meeting closed at 21.45hrs

Cllr Bleakely arrived at this point in the meeting (7.35pm).

WTC161/19 PUBLIC PARTICIPATION SESSION:

Mr Brian Yoxall addressed Council on the issue of the huge public outcry about traffic congestion on the A40 and A34 towards Oxford. At the Town Meeting held in March of this year Mr Yoxall stated that he had tried to draw attention to the problems created by the single carriageway section between the Turnpike Inn, Yarnton and the Loop Farm roundabout. He had corresponded with Cllr I Hudspeth on the issue and Cllr Hudspeth had pointed out the difficulties created by the two bridges on that section of road. Mr Yoxall went on to say that Cllr Hudspeth had confirmed that the County Council are working on bus priority measures along the A44 into Oxford with a plan to create a Park and Ride on the London Oxford Airport site at the junction of the A44 and A4095.

Mr Yoxall said that he was aware that the Town Council had previously spoken against this possible scenario on the grounds that it would be conducive to growing "suburbanisation" and the possibility of the Doctors Surgery being located there. He felt Woodstock as a community should be supporting the County Council thinking. Mr Yoxall expressed not only would a Park & Ride located at the preferred site help movement between Woodstock and Oxford but it could be a major part of the solution to parking problems in the town.

He urged the Town Council not to close its eyes to this wider perspective and work constructively with the other parties involved, OCC, WODC, Blenheim and the bus operators. He stated that the situation with the Cherwell sites at Begbroke/Yarnton and next to SE Woodstock and Oxford City Council's plan for Oxford North will add pressure on the need to resolve the problems of the A44. He finished by saying "Let's all work together so that the Park and Ride project can be progressed sensibly for the benefit of Woodstock and its neighbouring communities.

Council agreed that Agenda Item 16 - Oxford North and A44 should be brought forward and taken at this point in the meeting.

WTC162/19 OXFORD NORTH AND A44:

Cllr T Redpath reminded Council of the motion shown below that was unanimously agreed by Council at their June meeting:-

- a) *that WTC looks at the pros and cons of an enhanced facility and makes an in-principle only decision on whether it supports the pursuance of plans but does not commit to support unless it has full details of what is eventually proposed.*
- b) *that WTC opposes consideration of a location close to the Bladon corner on the grounds of it adding to the urbanisation of the setting of the approach to the WHS, and in doing so records an in-principle opposition to a new Park & Ride facility being included in this location.'*

Cllr T Redpath said that a Park and Ride facility is a good idea but not on that site, suggesting Langford Lane as a more suitable location for the facility.

Cllr P Jay referred back to the decision made by Council at the same meeting where they approve for the Deputy Mayor, Cllr M Parkinson to attend the meetings for the proposed Improved Health Service (not Woodstock Surgery) near Woodstock and report back to Council any relevant information from those meetings. He proposed that Council should obtain

further information for discussion at a future meeting. During the discussion that followed it was clarified that the Deputy Mayor had not been invited to attend any meetings as none held been held.

Cllr J Cooper referred to the concept of a railway station at Begbroke he said that he had to date not been successful in finding out more details on this concept.

Cllr T Redpath proposed the following motion, seconded by Cllr A Grant:-

that Council reaffirm its motion from June.

VOTE: For: 8 Against: 0 Abstaining: 1

RESOLVED: The motion was carried.

WTC163/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with an update on status of the action points from the November Town Council meeting.

She reported that Mr Hargraves, WODC Planning Policy Manager had responded to the question it was resolved that she asked him in relation to the Housing Need Survey.

An apology and agreement to arrange a date for Councillors and an OCC representative to discuss the A44 Road Safety had been received from Mr Eric Owens, Assistant Director for Growth and Place. The Clerk confirmed that she was in the process of obtaining some dates that Mr Owens would be available to meet with Councillors to discuss this issue. She also confirmed that the A44 Safety Audit Report had been produced and will be distributed in the coming days.

The Clerk confirmed that the Woodstock and the Royal Park 900 years of History Association had repaid the £1,000 loan from Woodstock Town Council towards the publication of 'Woodstock Its Buildings and People'.

It was noted that the bench on the Millennium Square had been sanded, re-varnished and sealed. A quote is being submitted to complete the same work on the six benches on the Town Square.

Council noted the decision from the County Council Environment meeting on Thursday 14th November to approve the A44 Oxford Road - Proposed Extension of 30mph Speed Limit and Signalled Pedestrian Crossing.

Action: The Clerk will contact OCC to ask if they can give an indication of the timeframe for implementation of the above.

The Clerk reported that the stair lift is currently out of use as it requires a new power pack and bearings. Two quotes have been received from the company that maintain the equipment which is essential for those who are less mobile to access the upper floors in the Town Hall. The first quote is for the supply of a new power pack at a cost of £600, which the Mayor clarified also included new bearings) and the second quote is to replace the stair lift from the ground floor to the first floor landing at a cost of £2,400.

A vote was called for

That:

WTC agreed to accept Quote 1 to the sum of £600 for the replacement of the power pack which also includes the new bearings

RESOLVED: Council voted unanimously in favour of accepting the quote for £600 to replace the power pack and bearings.

The request from a group who were arranging a charity walk in memory of a friend to use the Community Centre hall as overnight accommodation approximately 16 walkers was discussed by Council. The Mayor said that the Clerk would need to check out whether the request is permissible with the Council's insurers as using the facilities overnight may have implications.

She also said that consideration should be given to the tenants who lease space within the building. Cllr T Redpath drew attention to the Village Hall available to hire as overnight accommodation in Shipton-on-Cherwell that has shower facilities.

Action: It was agreed that the Clerk provide the Administrative Assistant with this information for her to relay back to the enquirer. The Clerk will also contact the Council's insurers for their advice on whether such requests could be permitted and bring their advice back to the January meeting.

WTC164/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council and noted in his absence. Cllr P Jay requested that it be made crystal clear to that the County Council should not look to any contribution from Section 106 and or the developer, but should fulfil their obligations to public safety by addressing the problem of the acute public highway danger in the Black Prince Canyon.

Action: The Mayor confirmed that the Clerk would relay the request from Cllr P Jay back to Cllr I Hudspeth.

The District Councillors' report was received. The Mayor queried the communication from WODC proposing to no longer send local Council's hard copies of planning applications and associated drawings from 1st April 2020. Cllr J Cooper confirmed that it was raised at the Financial Planning Scrutiny Committee and that suggestion had been withdrawn.

Cllr T Redpath expressed her concern at the Council Tax changes that had been approved by the District Council, particularly the change where any household with an income of more than £385 per week will not be entitled to support. She said that by her calculation that equated to a yearly income of £20,020 which is not a lot of money and she felt that there were a lot of single people who live on their own and fall into that income bracket who might be affected by the change. Cllr J Cooper clarified that the 25% relief for single people was statutory and that the change related to various household income levels.

WTC165/19 COMMUNICATIONS:

The Mayor advised that there were difficulties accommodating the Breast Screening Vehicle in the Town but the issue was being dealt with by several Councillors.

She informed Council that at the invitation of The Provincial Grand Master and Freemasons of Oxfordshire she had attended the Pantomime at the Playhouse earlier in the afternoon. The

Freemasons had purchased 600 tickets and had invited disadvantaged and disabled children from around the County to attend. She said that it was good fun apart from the bus journey!

The Mayor reminded Councillors that it would be lovely if they could support the Mayors Carols that are being held on Saturday at 5pm.

WTC166/19 QUESTIONS

No questions were received prior to the meeting.

WTC167/19 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC168/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 9/03295/HHD Brightside House, 92 Manor Road, Woodstock
Conversion of attached open fronted garage to create extra living space

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/03121/HHD 86 Oxford Street, Woodstock
Rear extension to create a new garden room together with landscaping works including new walling with glass and steel balustrade. Insertion of roof light to rear.

Ref: APPLICATION NO: 19/03122/LBC 86 Oxford Street, Woodstock
Internal and external alterations to include a rear extension to create a new garden room together with landscaping works including new walling with glass and steel balustrade, insertion of roof light to rear and changes to internal layout to provide an en suite on the second floor and alterations to ground floor wash room and utility.

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/03216/HHD 21 Oxford Road, Woodstock
Erection of two storey rear and first floor side extensions, conversion of existing attached garage with new lean-to roof over front elevation and construction of detached double garage.

RESOLVED: WTC had no objection to this application.

WTC169/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2019

The Mayor brought to the attention of the Council that Item 11(iii) on the Agenda should read November not October.

The Clerk clarified that the Council charge card is linked to a Lloyds Bank account. The Mayor confirmed that the two entries on page one of the cashbook which show the initials AG do not relate to her.

Cllr P Jay proposed the following motion, seconded by Cllr A Grant:-

that Council approved the payments totalling £23,726.20.90 made in November 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month

RESOLVED: Council voted unanimously in favour of the motion being carried.

Cllr P Jay then proposed the following motion, seconded by Cllr A Grant:-

That WTC upgrades its Broadband to the Fibre Connection with the only additional cost being the set-up fee of £295

RESOLVED: Council voted unanimously in favour of accepting the recommendation and the motion was carried.

Project Monitoring Spreadsheet

The Clerk advised Council that the Wall Plaque Leaflets and Pictorial Maps projects had not progressed any further during the last month. Cllr E Poskitt said that the reprinting of the Wall Plaque Leaflets had been put on hold due to an issue with Ashford Place wanting a plaque. She will progress both in the New Year.

Council agreed for the Clerk to remove the computer & projection facilities and the Town Hall Boiler from the spreadsheet as these projects were no longer relevant. The funds allocated to replace the Boiler would be kept in reserves.

Cllr P Redpath asked the Clerk to arrange a meeting with both Neil Clennell, Wychwood Project and Roy Cox, Blenheim Estates once the bank repairs on the mill stream have been identified to discuss Blenheim's joint responsibility for the mill stream and by who/when the work will be completed.

Action: The Clerk to contact Neil Clennell and request that an assessment of the Mill Stream bank is undertaken and subsequently arrange a date for the meeting as requested by Cllr P Redpath.

WTC170/19 UPDATE ON PLANNING POLICY ISSUES - CHERWELL LOCAL PLAN:

Cllr T Redpath confirmed that she was happy with most of the content of the Cherwell District Council - Proposed Main Modifications Consultation document that had been prepared by Troy Planning and Design. She had two comments, the first related to point 14 in the document. She said that Troy Planning should be asked to stress the word ***agricultural*** because that is what world heritage site setting is supposed to be 'agricultural'. Her second comment was in relation to point 32 where the wording of the paragraph supports the inspector's reallocation of the 410 homes through a number of sites. She was a little alarmed by that on the grounds that WTC are working alongside Cherwell Development Watch Alliance who she didn't think would take too kindly to the wording of it.

Cllr T Redpath suggested that point 32 within the original document is replaced with the wording below:-

'WTC is affiliated and supports the Cherwell Development Watch Alliance (CDWA) in opposing the provision of 4,400 new dwellings to meet an unproven unmet 'need' for Oxford City. The Oxford City Local Plan is only now undergoing its own Examination in Public. The numbers in their plan are based on a target for the City of 1400 homes per year and this in turn is based on a 2014 SHMA. A 2018 update produced by Oxford

City Council puts estimates of need as a lower target of 776 pa. Should this argument be accepted by the Inspectors, the proposal to build the 4,400 dwellings becomes unnecessary.

WTC opposes the loss of Green Belt as there are strong arguments against exceptional circumstances as above. It does not however diminish in any way the need to protect Woodstock and the historic setting of both the town and the adjoining WHS.'

After a short discussion Cllr P Redpath added an amendment to the recommended response that "as the updated figures suggest a much lower need the Town Council is of the view that the reallocation of the 410 dwellings is unnecessary."

This amendment was accepted and a vote taken.

VOTE: For: 9 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Woodstock Green Spaces

Cllr T Redpath also confirmed that the Clerk had submitted the registration for the Neighbourhood Plan which will enable Troy Planning & Design to submit the application and apply for grant funding.

WTC171/19 CLIMATE EMERGENCY:

Cllr E Poskitt informed Council that there had been quite an interesting discussion at the most recent uplands planning meeting. WODC aim to make the Eynsham proposal a strong and sustainable Garden Village. She also gave a brief overview of the National Design Guide and confirmed that Councils will be encouraged to develop their own National Design Code to balance the impact on the environment and nature within the areas that are being developed.

Cllr E Poskitt advised Council that during recent discussions between Blenheim and Sustainable Woodstock Dominic Hare had said that Blenheim would be pleased to work with WTC in identifying ways in which they might be able to help with the possibility of having solar panels on the Community Centre and that herself, Cllr M Parkinson and Blenheim will meet in the New Year to explore this further. It was mentioned that Blenheim were having one of their buildings surveyed and would be happy for their Surveyor to survey the Community Centre at the same time.

Action: The Clerk will email Dominic Hare to confirm that WTC would be happy for Blenheim to arrange for a survey of the Community Centre to be undertaken with regard to the viability of fitting solar panels.

WTC172/19 ENVIRONMENT:

A plan showing the proposed layout for the Lawn Cemetery Extension which had been designed by MCA Landscapes was displayed for Councillors to view and comment on.

RESOLVED: Council agreed unanimously in favour of approving the layout of the Lawn Cemetery Extension as designed by MCA Landscapes and for quotes to be sort for the necessary ground works.

Council discussed the request from Mr Stan Scott to provide new signage at Old Woodstock Play Area confirming that it is intended for use by young children and their families.

RESOLVED: The Clerk would seek clarification on the appropriate wording for the signage from Oxfordshire Playing Fields Association and obtain quotes for the signage and bring both back to the January meeting for consideration.

WTC173/19 COUNCILLOR REPRESENTATION ON THE WEST OXFORDSHIRE - JOINT AGENCY TASKING AND COORDINATING (JATAC) GROUP:

After a brief discussion Council decided to defer the item for discussion at the January meeting to allow Councillors time to consider becoming an attendee on behalf of the Council to be part of the group.

WTC174/19 OXFORD NORTH AND A44:

This item was brought forward and recorded under minute number **WTC162/19**.

EXCLUSION OF THE PUBLIC AND PRESS

Proposed by Cllr J Cooper and seconded by the Mayor that in view of the nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

Kate Begley and the remaining member of the public left the meeting at this point (8.57pm).

WTC175/19 WTC PROPERTY PORTFOLIO:

Cllr A Grant CMfP confirmed that the Property Agent had received three offers from prospective tenants for 6 Park Street and had considered the following offer to be the most suitable, subject to satisfactory references.

The prospective tenant wishes to use the property for an art gallery and has offered the asking rent of £14,000 per annum and would like to take a five year lease with the view to extend for a further 10 years. Financial information is currently being obtained.

Council were asked to approve the recommendation from the Property Agent.

RESOLVED: Council voted unanimously in favour and the motion was carried. It was also agreed for the Mayor and the Clerk to check and sign the lease if it was received prior to the January meeting.

WTC176/19 FREETH INVOICES:

Council approved payment of the following invoices:-

<u>24 Market Street</u>	Lease and rent deposit deed	£3,300 inc VAT
<u>6 Park Street</u>	Aborted Lease	£3,650.40 inc VAT

Action: The Mayor asked the Clerk to contact the Solicitors and ensure that the aborted lease would be used with necessary changes for the prospective tenant so as not to incur further expense.

CLlr J Cooper asked to see the specification for the Town Hall toilet.

Action: The Clerk confirmed that the documentation would be made available for CLlr J Cooper to view.

The Mayor wished everyone a Very Happy Christmas

The meeting closed at 21.05hrs

Signed:

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 14th JANUARY 2020
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr S Rasch
Cllr T Redpath

ALSO IN ATTENDANCE: Four members of the public and Kate Begley attending as she will be writing a summary of the meeting for the Woodstock and Bladon News.

The Mayor asked members of the Council to join her in a one minute silence as a mark of respect for Mr Brian Parkinson, a former Woodstock Councillor and Cllr Ulli Parkinson's husband, who had sadly passed away the previous week.

WTC177/19 APOLOGIES FOR ABSENCE:

Cllrs D Davies and U Parkinson.

WTC178/19 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 5 Planning: Personal interest as he is Treasurer of Oxfordshire Playing Fields Association.
Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.
Cllr J Cooper	Item 19 WTC Property Portfolio: Personal interest as he is a member of the Youth Club Committee
Cllr A Grant	Item 19 WTC Property Portfolio: Personal interest as she is the Secretary of the Youth Club
Cllr P Jay	Passim: Personal interest as he is a resident of the Retreat, Banbury Road.
Cllr M Parkinson	Item 19 WTC Property Portfolio: Personal interest as he is a member of the Youth Club Committee.
Cllr S Parnes	Item 19 WTC Property Portfolio: Personal interest as his wife is the Chair of the Youth Club Committee.
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
Cllr S Rasch	Item 19 WTC Property Portfolio: Personal interest as she is a member of the Youth Club Committee.

WTC179/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 10th December 2019

The minutes of the meeting held on Tuesday 10th December 2019 were approved as a true record of the meeting with the following amendments:-

- WTC162/19 paragraph 5, line 3 add (not Woodstock Surgery) between the words 'Service' and 'near'.
- WTC163/19 paragraph 1, line 2 correct spelling from 'eth' to 'the' and correct '£6000' to '£600'.
- WTC164/19 paragraph 1, line 3 delete the word 'to' and replace with 'but should'.

Cllr S Parnes requested that his abstention from approving the minutes was recorded due to him not being present at the meeting.

WTC180/19 PUBLIC PARTICIPATION SESSION:

There was no public participation.

WTC181/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with an update on status of the action points from the December Town Council meeting.

The Clerk had received confirmation from the Council's insurers that that the Community Centre was not insured for use as overnight accommodation. This information has been relayed back to the enquirer along with contact details for Shipton-on-Cherwell hall as the hall can be hired for overnight accommodation.

The Clerk also reported that Oxfordshire County Council had responded to her and advised that the developer was expecting the 30mph limit and controlled crossing on the A44 Oxford Road to be operational by the end of January.

The Clerk reported that the new power pack had been fitted to the Stair Lift in the Town Hall.

The request for the purchase of the spring removal tool to allow the removal of rubbish from under the trampoline in New Road Play Area was withdrawn by the Clerk as she had been advised that this was a specialist job and so to avoid damaging the equipment, she will obtain a quote from a professional company to carry out the work.

Andrew Parsons, OPFA Community Development Officer had confirmed to the Clerk that he would look at the current signage when he next passes the Old Woodstock play area and recommend improvements to the wording if necessary.

Cllr P Jay asked whether a date had been arranged for Councillors and an OCC representative to meet and discuss the A44 Road Safety. The Clerk advised that she had received an email earlier that afternoon (which had been circulated) advising that OCC Officers were available to attend a meeting at 6pm on Tuesday 11th February 2020 which would be prior to the monthly Town Council Meeting.

Action: The Clerk will confirm suitability of the date offered and will advertise the meeting on the February Town Council meeting agenda and also invite individuals and groups that have expressed an interest in the matter.

Cllr P Jay also enquired about a meeting that he thought Council had resolved during a previous Town Council meeting for a meeting to be arranged with WODC regarding WTC's parking policy.

Action: The Clerk agreed to investigate and progress accordingly.

WTC182/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council

Cllr T Redpath addressed Cllr I Hudspeth about an item not contained in his report but covered on Radio Oxford earlier that morning. The item being discussed was in relation to Oxford City Council having a Council meeting to consider banning cars from the centre of Oxford.

Cllr I Hudspeth clarified that it was an executive meeting to discuss a joint proposal with the County Council covering a limited area where cars will be charged £10 if they enter the designated area. The fees collected will go towards reducing air pollution and promoting the use of electric cars.

Cllr T Redpath commented "that it seemed ironic to her that Oxford City Council are reducing the number of cars driving into Oxford when the solution is plain that they should build within the city instead of actually putting more employment units into the city area and building the houses outside so people had to get into Oxford".

Cllr I Hudspeth agreed and said "he had been saying exactly the same all along".

Cllr J Cooper stated "that to him one of the obvious way to reduce the amount of traffic going in and out of Oxford would be to dual track Cotswold Line".

Cllr I Hudspeth advised Councillors that as a member of the Cotswold Line Task Force he had been campaigning for the service to provide up to four trains per hour and for improvements in rail connectivity across the county.

Cllr M Parkinson asked Cllr I Hudspeth whether there would be scope to provide a cycle path from Hanborough Station through Bladon and onto Woodstock.

Cllr I Hudspeth confirmed that Mr Colin Carritt, with Sustainable Woodstock, has been working on how the provision of a cycle path could be progressed.

Cllr S Parnes asked Cllr I Hudspeth whether he had any feedback on the recent Growth Board consultation?

Cllr I Hudspeth replied that the feedback from the consultation was currently being collated.

Cllr S Parnes asked that in light of the recent publicity about the local independent bookshop being sold by the current owner which comes in the year that Woodstock lost its full service library facility, was there any news about the prospect of a full service library being reinstated?

Cllr I Hudspeth pointed out that the library is open 50% longer than it was previously and the increase in opening from 27 hours to 38 hours was a good thing. He said that he would like to see a shared library facility similar to those in Charlbury and Banbury where the library facility is open for up to 80-90 hours a week.

The Mayor requested again that the trees in the centre of Woodstock are cut back, and that the hollow in Hensington Road where the bricks are on the narrow part of the road be repaired along

with the road surface in Union Street. She also referred to an email she had previously sent to Cllr I Hudspeth complaining about the buses coming through the town whilst the road was closed for the Remembrance Parade and asked that the buses are permanently re-routed to the Wootton Turn.

Cllr I Hudspeth said that it would be really difficult to stop the buses permanently coming through the centre of the town but he would progress the issues raised.

The District Councillors' report was received by Council.

Cllr S Parnes asked if a planning application had been submitted in relation to the Town Boundary signs being moved in line with the Park View development (on the Woodstock East site)?

He also questioned the actions of the developer in erecting unlawful signage to advertise Park View and then submitting a retrospective planning application.

Cllr J Cooper said that he would go away and check but his assumption would be that the Town Boundary signs were moved under 'permitted development rights'. He also confirmed that he had written to Mr Shaw, Area Development Manager at WODC regarding the retrospective planning application for the advertising signs.

WTC183/19 COMMUNICATIONS:

The Mayor had reminded Councillors earlier in the meeting of the offer from OCC to meet with Council on Tuesday 11th February at 6pm to discuss the A44 Road Safety. The meeting would be held prior to the February Town Council meeting which all Councillors had agreed was acceptable.

WTC184/19 QUESTIONS

No questions were received prior to the meeting.

WTC185/19 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC186/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 19/03265/S73 80 Manor Road, Woodstock

Non compliance with condition 2 of planning permission 15/04147/FUL to allow plot 3 carports changed to garages.

RESOLVED: WTC expressed concern that the application did not contain any reference to the materials which would be used to build the garages. As the garages will be seen across the Glyme Valley, WTC have requested that WODC check and confirm that appropriate materials will be used.

Ref: APPLICATION NO: 18/02105/S73 80 Manor Road, Woodstock

Variation of Condition 2 of Planning Permission 15/04147/FUL to allow amendments to the approved drawings.

RESOLVED: WTC expressed concern that the application did not contain any reference to the materials which would be used to build the garages. As the garages will be seen across the Glyme Valley, WTC have requested that WODC check and confirm that appropriate materials will be used.

Ref: APPLICATION NO: 19/03358/HHD 53 Oxford Street, Woodstock
Erection of single and two storey rear extensions.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/03527/HHD 27A Union Street, Woodstock
Erection of single storey extension to replace existing conservatory.

RESOLVED: WTC have no objection to this application.

WTC187/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2020

Cllr P Jay proposed the following motion, seconded by Cllr J Cooper:-

that Council approved the payments totalling £103,738.94 made in December 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month

RESOLVED: Council voted unanimously in favour of the motion being carried.

Projected Budget Outturn 2019-20
The report was received by Council.

Cllr P Jay stated that it was necessary to achieve the expenditure put into the budget and expressed his concern in relation to the 'underspend' in numerous areas in the current financial year. He stated that the project monitoring spreadsheet should be taken seriously and if projects cannot be fulfilled whether they should not have been put in the budget in the first place.

Project Monitoring Spreadsheet

Cllr P Redpath enquired about the Mill Stream bank repairs for which there is budgetary provision.

The Clerk advised that she had been waiting for a response from Wychwood Project as to whether any repairs are required.

Cllr Cooper remarked how useful the spreadsheet was. Cllr Poskitt asked that all staff involved with the producing of this sheet be thanked.

WTC188/19 UPDATE ON PLANNING POLICY ISSUES - CHERWELL LOCAL PLAN:

Cllr T Redpath reported that the response written by Troy Planning in support of the Inspector's letter to withdraw the 500 (410) houses proposed for the land to the south east of Woodstock had been submitted on behalf of Woodstock Town Council to the Cherwell revised consultation on the partial review and would be going in front of the Cherwell committee in February. She said that at least one WTC member should be present to address the committee if it is open to public participation and asked Councillors for their view on this.

Cllr T Redpath also advised Council that the Cherwell Development Watch Alliance were in the process of seeking legal advice on what action they should take next in their fight against the proposed development and the Oxford City unmet housing need figures. She added that the situation is beyond being complex and was compounded by the fact that the Oxford Local Plan is being considered separately to the Cherwell Local Plan. Even more complicated is the fact that the Cherwell Plan is being considered under the NPPF1 whilst the Oxford City Plan is being considered under NPPF 2. Very few Local Plans have been considered under NPPF 2 and nothing considered previously touches on the Oxford situation, meaning this almost a test case.

Cllr T Redpath went on to say that it seems one of the things happening is the NPPF has loosened the criteria for development. She had read that the NPPF is now allowing a need to be defined by the local planning authority as to whatever the authority wants to happen and not based on evidence any more. She said this seems to be the planning policy coming out of parliament and she thinks there is a lack of understanding. Some MPs are now realising that the effect of all this on the ground is illogical. Cllr T Redpath suggested that WTC write to the local MP Robert Courts asking him to go back to government and saying there is a problem.

A debate followed during which a number of Councillors expressed their views and support for the suggestion.

Cllr T Redpath summarised and proposed the following motion:-

that the Town Council allow herself and Cllr P Jay between them to draft the letter to send on behalf of the Council to Robert Courts explaining the severity of this situation and asking that he takes it up.

Cllr J Bleakley seconded the motion.

Cllr J Cooper then proposed the following amendment to the motion:-

to send on behalf of the Council to all Oxfordshire MPs

His reasoning for this was because the 500 homes proposed south of the town are in the Henley Parliamentary constituency. He also said that he could provide the name of a peer who could probably get the amendment down in the House Lords and stated that the House of Lords is now more effective than in the House of Commons.

The Mayor seconded the amendment to the motion.

Cllr T Redpath clarified that her motion is aimed at fighting the whole process which is flawed not just the 500 proposed homes.

Council approved the amendment to the motion and a vote was then taken on the amended motion:-

that the Town Council allow Cllr T Redpath and Cllr P Jay between them to draft the letter to send on behalf of the Council to all Oxfordshire MPs explaining the severity of this situation and asking that they take it up.

RESOLVED: Council voted in favour of the motion and it was carried. It was also agreed that the draft letter would be circulated to Councillors for their approval prior to it being sent.

Cllr T Redpath informed Council that after the Troy Planning consultation fees have been paid there will still be some funds (£1,250) left in the budget and she proposed the following motion:-

that WTC, subject to receiving a formal request from the CDWA ,contribute the remainder of the funds (£1,250) to them towards their continued fight.

The Mayor seconded the motion and a lengthy discussion followed.

A named vote was requested.

VOTE: For: Cllrs J Bleakley, J Cooper, A Grant, P Jay, M Parkinson, U Parkinson, S Parnes, E Poskitt, S Rasch, P Redpath, T Redpath

RESOLVED: Council voted unanimously in favour and the motion was carried.

Cllr T Redpath asked Councillors if they had any comments on the letter she had drafted and proposed for Council to send to the Oxford Mail as follow up to the article in the paper (Saturday 4th January) which put forward the Blenheim side of the 500 houses and with no response from the Town Council.

A discussion followed during which a number of amendments to the letter were suggested.

RESOLVED: Council then agreed unanimously for the letter to be amended by Cllrs P Jay and P Redpath and circulated to Councillors prior to it being sent to the Oxford Mail by the Clerk.

WTC189/19 TOWN COUNCIL & BLENHEIM STEERING COMMITTEE PROGRESS REPORT:

Cllr P Jay reported that the Steering Committee meeting had been interesting and had mainly focused on the timetable over the coming 6-8 weeks. During this period Blenheim expected jointly with the Town Council to sit down with OCC and WODC to discuss the Section 106 agreement. He said that the developer had suggested that the Town Council should send as many representatives as it wished to participate in the initial dialogue with OCC and WODC. He went on to say that Council needed to have a discussion and decide to what extent they wish to participate in that process.

The Mayor added that the discussion with OCC & WODC would be focused on as described by Roger File the 'hard items' that would be within the development and then they would be ready to discuss things with WTC. Roger File provided the example that Long Hanborough had been provided with a Doctors Surgery which had cost £2,000,000 and that came at the cost of losing some of the affordable housing which is probably what the situation would be in Woodstock but on a larger scale.

Cllr M Parkinson commented that WTC did not start this process to stop OCC and WODC taking all the money away and leaving nothing left. In his opinion OCC have a set way of doing things so it is a kind of 'one size fits all sort of but not quite'. It is not a tailor-made plan so the whole idea of entering into the process was so that the hard work could be done beforehand and it could be tailor-made to what WTC wants rather than just fitting the standard.

Further discussion followed during which the Mayor confirmed that the item would be added to a future Town Council meeting agenda.

Cllr S Parnes went on to make the point that any discussion with the developer would be severely impacted by the decision from the Cherwell District Council Partial Review on the 500 homes proposed on the PR10 site.

WTC190/19 CLIMATE EMERGENCY:

Cllr E Poskitt provided a brief summary of the meeting she and Cllr M Parkinson had with Dominic Hare, Chief Executive of Blenheim Estates regarding the viability of installing solar panels on the Community Centre roof. A report completed a number of years previously had indicated that the roof panels might contain asbestos and there was a question as to whether the roof was strong enough to bear solar panels. Cllr E Poskitt advised Council that Dominic Hare had said that Blenheim were quite prepared to find a surveyor who could resolve those two issues. She added that if it was found to be viable to fit solar panels then it would be reasonable to discuss with

Blenheim what else they might be prepared to support. It was also agreed that Blenheim will bear in mind working with WTC on future 'mutual' green issues.

Cllr E Poskitt attended the Sustainable Woodstock meeting the previous evening where it was discussed whether there should be an 'Extinction Rebellion' talk held in Woodstock as there had been in Charlbury. She said that the general feeling was to have an environmental climate change issues discussion with relevant parties instead and she would keep Council informed on the progress of the discussion being set up.

Numerous Councillors expressed their views on Blenheim working with WTC on 'green issues' when they are the developer responsible for the large scale development within the Woodstock. It included reference to previous commitment by Blenheim for sharing electric vehicles with the community. Cllr M Parkinson reported that this remained an aspiration but currently there were problems with the amount of electricity available for charging and the battery power of the vehicles.

WTC191/19 SAFETY IN GREEN LANE:

Cllr M Parkinson gave a brief overview of his written report which raised concern for the safety of pedestrians. He indicated that the path stops abruptly at Glyme Close and suggested that it should be extended to enable pedestrians to walk safely to the Owen Mumford site. He also suggested that the words SLOW are painted on the road before the sharp bend marking the approach to it from both Green Lane and Brook Hill.

Cllr E Poskitt commented that the item was a matter for the Traffic Advisory Committee. Cllr M Parkinson acknowledged her comment but replied that there was a lengthy gap between the committee meetings.

Cllr M Parkinson suggested that he, the Mayor meet with representatives from OCC and Owen Mumford Ltd to discuss the matter further.

After a short discussion Council agreed for the Mayor and Deputy Mayor to progress the matter and for the Clerk to contact representatives from OCC Highways and Owen Mumford Ltd to arrange the meeting.

WTC192/19 ANNUAL TOWN MEETING:

The Mayor asked for suggestions of items to add to the Annual Town Meeting agenda. Cllr E Poskitt suggested an item on 'what happens to our rubbish' and the aspirations of UBICO.

Cllr P Jay suggested an update on the Local Development and the Community Plan.

Council approved to add Local Development and the Community Plan to the agenda.

WTC193/19 VE DAY 2020 - 75th ANNIVERSARY CELEBRATIONS AND COMMEMORATIONS 8th - 10th MAY:

The Mayor called for volunteers to form a working party with other groups such as Wake Up To Woodstock and We Love Woodstock to co-ordinate celebrations and commemorations to be held on Friday 8th May. Cllr J Bleakley agreed to take the lead on this and set up a meeting with other interested parties. Cllr J Cooper reminded Council that the local elections will be held on Thursday 7th May. The Mayor agreed to attend the meeting and Cllr J Cooper said he would like to join the working party as did Cllr E Poskitt. The Mayor confirmed that the Parlour could be used for working party meetings.

WTC194/19 WOODSTOCK DESIGNATED GREEN SPACES:

Cllr T Redpath reported that Troy Planning were in the process of applying for the grant funding as the Local Authority had confirmed designation of the Woodstock Neighbourhood Area.

EXCLUSION OF THE PUBLIC AND PRESS

Cllr E Poskitt proposed and seconded by the Mayor that in view of the nature of the business to be transacted the public and press be excluded from the meeting (Public Bodies Admission to Meetings Act 1960 s.1)

Kate Begley and the remaining member of the public left the meeting at this point (9.46pm).

WTC195/19 WTC PROPERTY PORTFOLIO:

The Mayor, Cllr A Grant, CMfP drew Council's attention to the two quotes received for the refurbishment of the ladies toilets in the Town Hall. Cllr J Cooper asked whether the project would be Disability Discrimination Act (DDA) compliant. Cllr A Grant responded that as the project is being overseen by Council's Property Agent they should be aware of and adhere to any specific standards and regulations. She also clarified that the project was to refurbish the toilets not to convert them into a disabled toilet facility.

Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

WTC accepts the quote from company B of £12,100+VAT for the refurbishment of the ladies toilet

VOTE: For: 9 Against: 1 Abstaining: 1

RESOLVED: Council voted in favour of accepting the quote from company B

Cllr A Grant, CMfP then drew Council's attention to the two quotes received to convert the ground floor gentlemen's toilets in the Town Hall into a unisex toilet facility.

A brief discussion followed before Cllr A Grant proposed the following motion, seconded by Cllr M Parkinson:-

WTC accepts the quote from company B of £14,400+VAT for the refurbishment of the gentlemen's toilet converting it to a unisex toilet facility

VOTE: For: 10 Against: 1 Abstaining:- 0

RESOLVED: Council voted in favour of accepting the quote from company B

Cllr A Grant informed Council that the Clerk had approved for the ceiling of the cellar in the Town Hall to be repaired at a cost of £240 plus VAT.

Council were advised that the contractor awarded the contract to paint the walls and woodwork in the main hall and rear hallway of the Community Centre had confirmed availability to complete the work in February which would mean that WTC would have to accommodate bookings that have already been made. If the work was completed during the school half term in February Woodstock Youth Club may have availability to offer their facilities as an alternative venue for WTC bookings. Cllr A Grant confirmed that this potential solution is currently being explored and requested the following:-

That council agree that if they have to notify groups of the non-availability during this week, WTC offer one free session as compensation for the inconvenience if they could not be accommodated an alternative venue.

Cllr P Jay asked that the conditions of hire are checked to establish whether they contain a clause that states WTC reserve the right to cancel bookings. He stated that if there is no such clause it should be added when the conditions of hire are next reviewed.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: Council voted unanimously in favour of the motion and it was carried.

Cllr S Parnes enquired as to how long is it anticipated that there will be a need to wait for the financial information to be received from the prospective tenant for 6 Park Street?

Cllr A Grant confirmed that Council had only approved the prospective tenant at the December Town Council meeting she advised that she could not answer the question as the tenancy was being dealt with by the Property Agent.

Cllr S Parnes requested that the Property Agent is contacted and asked 'what is going on'?

Action: It was agreed that the Clerk would contact the Property Agent for an update on how the tenancy agreement/lease is progressing.

WTC196/19 MEETING DATE SEPTEMBER 2020:

Council agreed to bring forward the date of the September 2020 Town Council meeting to Tuesday 1st September 2020 as the Clerk confirmed that she would not be available to attend if the meeting was held on Tuesday 8th September which would be the usual date of the meeting.

WTC197/19 TROY PLANNING INVOICE:

Council approved the payment of the invoice for the sum of £1,750 plus VAT from Troy Planning in relation to the work undertaken by them to prepare and submit the representations on behalf of Woodstock Town Council in respect of the proposed PR10 site.

WTC198/19 COMPUTER SOFTWARE UPGRADE:

Council approved the payment of £100 for Triumph Technology to upgrade the software on the computers used by the Clerk and the Responsible Financial Officer to Windows 10 as soon as possible.

WTC199/19 ENVIRONMENT:

Council agreed to defer the proposal for the outstanding tree maintenance work until a further meeting as more quotes were required before it could be considered.

The meeting closed at 21.58hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th FEBRUARY 2020
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr T Redpath

ALSO IN ATTENDANCE: Seven members of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

The Mayor asked members of the Council to join her in a one minute silence as a mark of respect for Honorary Townsman, former Woodstock Councillor and Mayor Colonel Nigel Clifford MBE.

WTC200/19 APOLOGIES FOR ABSENCE:

Cllrs D Davies and S Rasch.

WTC201/19 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr J Cooper

Item 16 Woodstock Town Council Spring Newsletter: Personal interest as he is a member of the Youth Club Committee

Cllr A Grant

Item 10 Planning: Personal interest as 17 Bear Close is at the rear of her property.

Cllr A Grant

Item 16 WTC Woodstock Town Council Spring Newsletter: Personal interest as she is the Secretary of the Youth Club

Cllr P Jay

Passim: Personal interest as he is a resident of the Retreat, Banbury Road.

Cllr E Poskitt

Item 10 Planning: Personal interest as she is a member of WODC.

WTC202/19 PUBLIC PARTICIPATION SESSION:

Mr Graham Brown a member of Sustainable Woodstock addressed Council on the issue of Climate Emergency and confirmed that Sustainable Woodstock fully supported the motion proposed by Cllr J Bleakley for a presentation in Woodstock to raise awareness of the Climate Emergency. On behalf of Sustainable Woodstock he requested that Woodstock Town Council actively promote awareness of the Climate Emergency and create a local plan of action to reduce our effect on Climate Change.

Mrs Emma Jay a local resident and former Councillor, addressed Council with her concerns regarding a possible proposal to put a bypass around the Rollright Stones. She provided Council

with a brief history of the A44A campaign to reduce HGV traffic on the A44 between Oxford and Evesham and urged Council to oppose this if it is proposed in the future.

The Mayor then proposed to bring Agenda Item 15 - Climate Emergency forward.

It was **resolved** to bring Agenda Item 15 forward.

WTC203/19 CLIMATE EMERGENCY:

A discussion followed during which Cllr I Hudspeth confirmed that the matter was raised at a meeting he attended in Chipping Norton back in November 2019 but no definite proposal had come out of that meeting.

Cllr P Redpath proposed the following motion:-

WTC calls on Oxfordshire County Council to:-

i) encourage take up of their own accepted advisory route on an improved A40, a downgrade of the A44 around Chipping Norton with improved signage, arranging for the highlighting of the advisory route on Sat Navs, and putting more freight on the improved rail service.

and

ii) liaise with Gloucestershire County Council and together liaise with Warwickshire County Council to enable the improved route to be more widely used.

The motion was seconded by Cllr M Parkinson.

It was **resolved** to approve the motion and for the Clerk to forward it to the appropriate Oxfordshire County Council Officers.

Cllrs E Poskitt and J Cooper offered to meet with the WODC Climate Change Officer and obtain some suggestions for a local plan for use by WODC residents to reduce their impact on the Climate.

Cllr M Parkinson informed Council that he had been approached by Mr Dominic Hare, CEO Blenheim to try and establish a working group or an information exchange mechanism between WTC and Blenheim so that initiatives can be shared and linked. Cllr E Poskitt suggested that it is added as a permanent item to the Town Palace Dialogue agenda to facilitate sharing information about initiatives and future ideas. Cllr M Parkinson said that he and Cllr E Poskitt would also meet with Blenheim if required outside of the meeting timeframe.

Cllr E Poskitt advised Council that, at a meeting that she and Cllr M Parkinson had attended at Blenheim Offices, Mr Dominic Hare had agreed that Blenheim would be prepared to appoint a surveyor to survey the Community Centre roof and ascertain whether it would hold solar panels and also check the roof for asbestos.

WTC204/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 14th January 2020

It was **resolved** that the minutes of the meeting held on Tuesday 14th January 2020 were a true record of the January meeting with the following amendments:-

WTC187/19 paragraph 4, line 4 add the word 'not' between the words 'should' and 'have'.

WTC189/19 paragraph 1, line 3 delete the words 'the other parties' and add the words 'OCC and WODC'.

WTC205/19 REPORT FROM THE TOWN CLERK:

The majority of the report contained points for information and updates on actions from the January meeting. Council approved the following four items:-

It was **resolved** to agree the payment of the Wychwood Invoice received on 20th January for the cost of £528 which covers work undertaken between August and November 2019.

It was **resolved** to continue their Community First Oxfordshire membership for 2020/21 at a cost of £70.

It was **resolved** that the Clerk to arrange for the two willow trees (G7) which were marked as 'High Priority' for attention within the Annual Tree Report to be felled as a matter of urgency at an estimated cost of £700.

It was **resolved** to approve the risk assessment for 2019/2020 which has been circulated electronically.

It was **resolved** that the Clerk write to the Editor of the Oxford Mail and request confirmation that the letter the Town Clerk had sent in response to the article in the Oxford Mail on 4th January had actually been published.

It was **resolved** that the Clerk would invite Neil Clennell and Toby Swift from the Wychwood Project to attend the March Town Council meeting and provide an update on the Water meadows Management Plan.

WTC206/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council.

Cllr T Redpath asked for an update on the outcome of the County Council discussion to take over the South Oxfordshire Local Plan. Cllr I Hudspeth confirmed that if the Secretary of State invites Oxford County Council to continue progression of the South Oxfordshire Local Plan they would agree to that and move it forward.

The District Councillors' report was received by Council without questions or comments.

WTC207/19 COMMUNICATIONS:

The Mayor did not have any items to communicate.

WTC208/19 QUESTIONS

No questions were received prior to the meeting.

WTC209/19 MOTIONS PRESENTED TO THE COUNCIL:

The following motions were considered by Council:-

Motion proposed by Cllr J Bleakley and seconded by Cllr D Davies:
Woodstock Town Council (WTC) Resolves:-

To host a Climate Change presentation / lecture with a questions and answers session – ‘Heading for Extinction’ in The Community Centre on Friday 6th March 2020 or any day in March 2020 that the Community Centre is available. WTC will provide that facility free of charge as it is a non-chargeable lecture for the community.

In the absence of Cllr D Davies the motion was seconded by Cllr P Redpath.

Cllr J Cooper stated that he was not happy to support the facility being provided free of charge but he was happy to pay for the hire of the hall from his District Councillors allowance.

During the debate that followed Cllr E Poskitt suggested splitting the motion into two parts. This was not supported. Cllr T Redpath stated that WTC had resolved in a previous motion that they were happy to talk about Climate Change but not in connection with Extinction Rebellion.

Council voted against providing the Community Centre free of charge and the motion fell.

Motion proposed by Cllr John Bleakley and seconded by Cllr Dave Davies:

Woodstock Town Council (WTC) Resolves that -

Woodstock Town Council will cover the cost of the stage hire for the VE Day Celebrations scheduled for May 9th 2020. This will be the same stage setup as used for ‘night of 1000 candles’.

The cost of the stage hire and setup is £505.20 as per the Startech quote dated 31st January 2020.

In the absence of Cllr D Davies the motion was seconded by Cllr A Grant.

A short discussion followed and Cllr A Grant proposed to agree the motion in principle on the proviso of the entertainment being sourced and the event being held.

It was **resolved** to agree the motion in principle on the proviso of the entertainment being sourced and the event being held.

WTC210/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 19/03539/FUL 17 Bear Close, Woodstock
Erection of two flats with associated parking and gardens.

It was **resolved** that WTC object to this application on the grounds that it does not comply to policy H6 bullet point 2 of the West Oxfordshire Local Plan 2031 as shown below:-

Alterations, extensions or sub-division of existing dwellings will respect the character of the surrounding area and will not unacceptably affect the environment of people living in or visiting that area. Sub-division of existing dwellings in the open countryside and small villages will be limited to large properties where continued residential use cannot be secured in any other way;

Council was also of the opinion that this proposal constituted overdevelopment. Bear Close is an area of semi-detached homes some of which have been extended as a part of the main dwelling.

However, this extension results in two further homes. This means that there could be as many as four cars resulting in overflow parking in the street. It is not rare for the refuse collection lorries to be unable to access the end of the street because of vehicles parked on the street.

Imposing two new homes on the neighbours who will now have three dwellings to which they are semi-detached appears to WTC to fail to respect neighbourliness. This is yet another blow on neighbours that have had the anxiety of several previous proposals for this site in recent years.

Ref: APPLICATION NO: 20/00170/HHD 22 Oxford Street, Woodstock
Alterations and erection of single storey rear extension.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 20/00171/LBC 22 Oxford Street, Woodstock
Internal and external alterations and erection of single storey rear extension.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03439/LBC 7 St Andrews Square, Woodstock
Loft conversion and internal alterations to include the structural alterations to the 3rd floor, extension of the staircase and the addition of conservation roof lights.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03488/FUL Woodstock Church Of England Primary School, Shipton Road
Installation of running track on existing school playing field.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 20/00218/HHD 16 Crecy Walk, Woodstock
Erection of single and two storey front extensions

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03533/FUL Land East Of Woodstock, Oxford Road
Erection of sales and marketing suite for a temporary period with associated parking and landscaping works. (Part Retrospective).

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03534/ADV Land East Of Woodstock, Oxford Road
Erection of non-illuminated fascia signage. (Part Retrospective).

It was **resolved** that WTC have no objection to this application.

It was **resolved** that for the Clerk to write to Blenheim Estate pointing out that they should submit their planning applications in advance of commencing work rather than consequently applying for retrospective planning permission.

WTC211/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2020

- i) To approve the List of Payments for January 2020 totalling £15,131.13 – It was **resolved** to approve the Payments made in January 2020.

- ii) To approve the Bank Reconciliation for January 2020 – It was **resolved** to approve the Bank Reconciliation for January 2020
- iii) To receive and consider the Income and Expenditure statements for January 2020 – noted
- iv) To receive the Effectiveness of the Internal Control Paper – It was **resolved** to approve the review of Internal controls
- v) To note the following Internal controls being undertaken as satisfactory – Petty cash – noted
- vi) To receive a report on wedding hire charge
The recommendation to increase the wedding hire charges by 10% from 1st January 2021 to £275 was discussed.

Cllr J Bleakley proposed that the charge be increased to £300 which was seconded by Cllr E Poskitt.

A vote was then taken.

VOTE: For: 8 Against: 2 Abstaining: 0

It was **resolved** to increase the wedding hire charges to £300.

Cllr A Grant proposed to implement the increase in wedding hire charges from 1st April 2020 which was seconded by Cllr J Bleakley.

A vote was then taken

VOTE: For: 8 Against: 2 Abstaining: 0

It was **resolved** to implement the increase in wedding hire charges from 1st April 2020 but to honour existing bookings where the current charge of £250 has been quoted.

- vii) To receive the project monitoring spreadsheet – noted.

WTC212/19 UPDATE ON PLANNING POLICY ISSUES:

Cllr T Redpath reported that the Cherwell Development Watch Alliance (CDWA) are very despondent about what is actually going on. She said they are still looking at the possibility of a legal challenge but their options are beginning to recede. They are current awaiting the outcome of the Cherwell Local Plan and the Oxford City Local Plan and will review their situation then.

Cllr T Redpath confirmed that the Cherwell Local Plan is going before Cherwell District Council’s Full Council Meeting on 24th February. Although WTC do not meet the criteria to be allowed to speak in the public participation session Cllr T Redpath said she would be happy to write and apply to speak. She said that there could be a legal challenge by Blenheim after the Inspector reports.

It was **resolved** that Cllr T Redpath would apply to speak in the public participation session of the meeting being held on 24th February.

WTC213/19 SECRETARY OF STATE'S INTERVENTION IN THE SOUTH OXFORDSHIRE LOCAL PLAN PROCESS:

It was **resolved** to send the letter drafted by Cllr P Jay supporting Need Not Greed Oxfordshire's response to the Secretary of State's intervention in the South Oxfordshire Local Plan.

WTC214/19 DRAFT MINUTES OF THE URGENT PLANNING COMMITTEE MEETING HELD ON TUESDAY 21st JANUARY 2020:

The draft minutes of the Urgent Planning Committee meeting held on Tuesday 21st January 2020 were received and noted.

WTC215/19 WOODSTOCK TOWN COUNCIL SPRING NEWSLETTER:

It was **resolved** to authorise that the Youth Club Lottery appeal for support is distributed with the Town Council Spring Newsletter.

WTC216/19 RYEGRASS SHELTERED HOUSING TO BE REMOVED FROM COTTSWAY HOUSING SCHEME:

The correspondence relating to the closure of the Ryegrass was discussed at length.

It was **resolved** that the Mayor with the Clerk would write a letter to all residents of Ryegrass to ascertain their reaction to the announcement by Cottsway that they could no longer offer the older person housing scheme in Ryegrass and that WTC to offer their support at what is obviously a very unsettling time for those residents.

Cllr E Poskitt advised that WODC members had not been informed of the closure of Ryegrass.

It was also **resolved** that the closure of Ryegrass be included as an Agenda item for the Annual Town Meeting being held on Tuesday 17th March 2020 and that the Town Clerk invite the Chief Executive of Cottsway to attend the meeting.

Cllr I Hudspeth left the meeting at this point (9.00pm)

WTC217/19 WOODSTOCK DESIGNATED GREEN SPACES:

Cllr T Redpath confirmed that the grant had been approved for £2,585.00 but it had to be used by the end of this financial year (31st March 2020). It will enable Troy Planning Limited to commence work on the Neighbourhood Plan. Further funding will be applied for in the new financial year (from 1st April 2020). Cllr T Redpath, E Poskitt & A Grant will meet with Jon Herbert and Max Coral from Troy Planning on Thursday 13th February to show them the sites to be designated as green spaces in the morning and discussed further action during the afternoon.

WTC218/19 THIS IS WOODSTOCK DAY - SATURDAY 26th SEPTEMBER 2020:

Cllr E Poskitt advised Council that she was planning to hold this event on Saturday 26th September and that she will be requesting permission from the current Mayor to use the Town Hall facilities (including the Parlour). She said that she was also requesting that the Administrative Assistant be allowed to provide a small amount of administrative and secretarial support in the lead up to the event as she had helped with the previous event. There was no disagreement.

WTC219/19 TOWN MAPS:

Cllr E Poskitt provided Council with an update on progress of the map boards for Woodstock. Two companies have been sourced and quotes are being obtained. The Administrative Assistant is currently trying to find a third company to quote. Planning permission will be sought once the type of map boards are agreed along with their proposed locations.

EXCLUSION OF THE PUBLIC AND PRESS

Cllr M Parkinson proposed and seconded by Cllr E Poskitt that in view of the nature of the business to be transacted the public and press be excluded from the meeting (Public Bodies Admission to Meetings Act 1960 s.1)

Kate Begley and the remaining members of the public left the meeting at this point (9.15pm). Cllr J Cooper also left the meeting at this point.

WTC220/19 WTC PROPERTY PORTFOLIO:

The Mayor, Cllr A Grant, CMfP drew Council's attention to an invoice received from Freeths for the removal of historic lease details on 6 Park Street and the previous agreement for the work to be completed.

It was **resolved** to approve payment of the invoice.

Quotes had been obtained to rectify the damp affected section of wall to the rear reception room in 6 Park Street and Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson

WTC accepts quote A of £790+VAT to remove damaged plaster. Insert new damp proof course and re-plaster. Re-fit existing cupboard and skirting board whilst taking note that further costs may be incurred if skirting boards and cupboard are found to be rotten upon removal. (Both contractors will endeavour to refit the existing cupboard and skirting if possible)

It was **resolved** to accept the quote from company A.

Cllr P Jay asked for confirmation that the Property Agent would take the appropriate action promptly when the lease for 2 Market Street expires. Cllr A Grant assured Cllr P Jay that the Property Agent had everything in hand.

The Property Agent confirmed that the tables and chairs should be removed from the Cobbled Area this week (10th - 16th February).

WTC221/19 GRASS CUTTING CONTRACT:

The three quotes received for the grass cutting contract were considered by Council.

It was **resolved** to accept the quote received from Company A at a cost of £8,063 (ex VAT) per year with the offer of a three year contract term.

The meeting closed at 9.26pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th MARCH 2020
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr U Parkinson
Cllr E Poskitt

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr S Rasch

ALSO IN ATTENDANCE: Four members of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

WTC222/19 APOLOGIES FOR ABSENCE:

Cllrs P Jay, T Redpath, P Redpath and Cllr I Hudspeth.

WTC223/19 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr E Poskitt

Item 10 Planning: Personal interest as she is a member of WODC.

WTC224/19 PUBLIC PARTICIPATION SESSION:

Mrs Hilary Brown a member of Sustainable Woodstock provided an update on the issue of Climate Emergency and Woodstock activities related to climate action.

A hard copy of the update is available (on request via the Clerk) for anybody who would like a copy.

WTC225/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 10th FEBRUARY 2020

It was **resolved** that the minutes of the meeting held on Tuesday 10th February 2020 were a true record of the February meeting with the following amendments:-

WTC202/19 paragraph 2, line 2 remove the words 'put a bypass around' and replace with 'divert traffic to use the road that passes'.

WTC211/19 vi) paragraph 9 line 2 remove '£275' and replace with '£250'.

Cllr S Parnes requested that his abstention from approving the minutes was recorded due to him not being present at the meeting.

WTC226/19 REPORT FROM THE TOWN CLERK:

Council agreed to the annual inspection being booked and undertaken by Mr John Hicks at the same cost as his 2019 inspection.

Council acknowledged the increase in the cost of the planters (fixed for a three years) and that there was provision within the Woodstock In Bloom budget to absorb this increase.

WTC227/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council and noted. Although Cllr I Hudspeth was not in attendance it was **resolved** that the Clerk would contact him to ascertain whether Oxfordshire County Council or West Oxfordshire District Council were responsible for maintaining and cleaning footpaths in Woodstock. Concerns were raised about the condition of two footpaths, the first is where the pavement runs through the wood between Churchill Gate and the Oxford Road from the Park View development. The path under the trees is particularly slippery and requires cleaning. Vegetation on the section of the path along the Oxford Road between Churchill Gate and Cadogan Park also needs clearing back. The second is the footpath located between two properties on the Oxford Road (slip road) which provides a cut through to the Woodstock Bowls and Tennis Club and Cadogan Park. This path requires resurfacing and the overhanging vegetation clearing back.

The District Councillors' report was received by Council. Cllr S Parnes commented on the illuminated sign erected for Park View intruded on the Countryside and asked if it would set a precedent? Cllr E Poskitt responded that the illumination was so soft it could hardly be recognised and stated that the illumination from the houses being built where the lights had been left on all night was infinitely greater.

Cllr S Parnes asked whether the letter from the landlord regarding the closure of Ryegrass which was read out at the recent Scrutiny Committee meeting would be available? Cllr J Cooper confirmed that he had approached the cabinet member Mr Haine for copies of both what he said at the Council meeting and the other bits of information but to date had not received a response to that request.

Cllr E Poskitt mentioned the revised Community Infrastructure Levey (CIL) that is currently out for public consultation. A particular concern was the proposal to absolve five strategic developments from a CIL commitment. She encouraged Councillors to participate and express their views.

WTC228/19 COMMUNICATIONS:

The Mayor expressed her concern about holding the Annual Town Meeting on Tuesday 17th March due to the current health concerns surrounding the coronavirus and asked Council to consider postponing the meeting until further notice. A short discussion followed before it was **resolved** that the Annual Town Meeting would be postponed until further notice and for the Clerk to produce postponement notices which will be displayed on the noticeboards and the Council Website. The Clerk would also write to representatives from Cottsway, Blenheim, Wake Up To Woodstock, Cllr I Hudspeth, PCSO Helen Keen, the residents of Ryegrass and all relevant parties to confirm that the meeting will be postponed. Cllr M Parkinson agreed to post a copy of the postponement notice on the 'We Love Woodstock' facebook page.

WTC229/19 QUESTIONS

The responses to the three questions received from Cllr S Parnes on Friday 6th March are shown in italics below :-

1. Minute WTC44/18 from the 12th June 2018 records, among other things, Council's Resolution to conduct "A Council briefing / training session at the Town Hall – for Members and Town Hall staff - expressly on the topics of Data Protection, Privacy Rights, and related on online information security issues"; and, "An Application to the Office Information Commissioner for a free-of-charge 'Voluntary Audit' (in order that the Town Council can have authoritative guidance on the Data Protection / GDPR –related processes and structures which it has or should be aspiring to develop)". Why have these Resolved actions not been completed, and does the Mayor intend to ensure full implementation before the scheduled end of the current

four year term in May (whereas both pertain to, among other things, the operation of Council email addresses mentioned in in Question 2)?

The Mayor responded that she does not intend to ensure full implementation as it is not her place to do so. It is for the staff to implement what Council decide.

The Clerk acknowledged that two of the four actions had not been completed mainly due the time constraints, conflicting workload priorities and Liz Howlett's lack of availability to provide a briefing/training session when approached in 2018. She admitted that she had not chased Liz Howlett since. The Clerk also refrained from applying to the Office Information Commissioner for a free-of-charge 'Voluntary Audit' as she wanted to streamline and condense the historic paper records in the office before any voluntary audit was applied for.

2. Another aspect of the Resolution recorded in WTC44/18 was allocation of Council email addresses, immediately, to all Council Members. This was eventually implemented after substantial delay and the training referenced in Question 1 above will be relevant for consistency of Councillor awareness in relation to data protection and information safeguarding responsibilities both among Councillors who will not return to office after May, as well as those who will return and be part of the transition to the new Council membership. Moreover, in relation to the Council email system, there exists no clear Council policy or agreed process enabling Members to understand how content on Councillors' email accounts will be safeguarded when they cease to serve their terms, how their email account contents will be stored by or on behalf of the Council and for how long, whether Councillors will be authorized to make copies of their email account contents, and what Councillors' responsibilities are in relation to content remaining, forwarded or stored on their personal devices or home computers once access to the Council system is revoked and the data destroyed. When will Councillors receive clarity on options for approval in relation to these issues?

The Mayor responded that the information received from the company who provide IT support to the Council clearly communicated the options available when closing down the hosted mailboxes for Councillors not returning to office after the May elections. It was confirmed that all Councillors are bound by the code of conduct.

Cllr S Parnes stated that the resolutions recorded in WTC44/18 should either be implemented or rescinded.

Cllr J Bleakley suggested that there should be a 'leavers' procedure/policy for those Councillors who do not return to office.

3. A further aspect of the Resolution cited above relates to "a suitable privacy notice in the 'footer' of Council email addresses" but the Council's standard footer links to a Privacy Policy which states: "If you write to us your letter will be in the public domain unless you make it clear you do not wish it to be...". What is the Council's legal basis for processing all correspondence in this blanket way, and how can the Council ensure Data Protection relating to personal information if Council renders as a default all submitted correspondence as being in its entirety in the public domain; and what measures were undertaken to ensure the quoted aspect of the Privacy Policy is up to date and compliant with GDPR?

The Clerk confirmed that she had adapted the privacy policy of another local Council with their permission and their privacy policy had been adapted from the template circulated by OALC.

WTC230/19 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC231/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/00290/LBC17 Woodstock Social Club, 44 Oxford Street, Woodstock

Alterations to replace two pairs of wooden fire doors with new doubled glazed doors, one to the rear and one to the side elevation (Retrospective).

It was **resolved** that WTC have no objection to this application.

WTC232/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MARCH 2020

- i) To approve the List of Payments for February 2020 totalling £93,028.84 – It was **resolved** to approve the Payments made in February 2020.
- ii) To approve the Bank Reconciliation for February 2020 – It was **resolved** to approve the Bank Reconciliation for February 2020.
- iii) To receive and consider the Income and Expenditure statements for February 2020 – noted
- iv) To receive and note the regular payments made by DD and S/O – noted.
- x) To receive the project monitoring spreadsheet – noted.

WTC233/19 BT CONTRACT PHONE PRICES:

Council considered the recommendation presented by the Responsible Financial Officer within the paper.

That WTC considers taking out a two year contract with British Telecom.

It was **resolved** to take out the two year contract with British Telecom.

WTC234/19 INTERNAL AUDITORS INTERIM REPORT:

The Internal Auditor's Interim report was received and noted along with the comments from the Responsible Financial Officer (RFO).

The RFO has contacted OALC and has sent some figures regarding income and expenditure for them to forward onto Steve Parkinson, the VAT adviser. She is awaiting his response and is hoping to engage with him directly to discuss the VAT implications for the council in more detail.

It was **resolved** that the RFO should progress the registration for VAT if it established with the OALC Financial Advisor that the council should be registered.

WTC235/19 SUGGESTED AMENDMENTS FROM THE INTERNAL AUDITOR:

The paper recommending amendments to previous budget minutes resulting from internal auditor's interim report was discussed and it was **resolved** that the Clerk refer this to OALC for their advice on whether approved minutes can subsequently be amended.

WTC236/19 INVESTMENT POLICY:

The draft Treasury & Investment Policy was considered. It was **resolved** to adopt the policy on the proviso that the ambiguity in what the 60% relates to in the following bullet is clarified:

The maximum of the council's cash deposits which may be held with one institution must not **exceed 60%**.

WTC237/19 RISK ASSESSMENT – FINANCIAL MANAGEMENT AND INVESTMENT:

The amendments to the Risk assessment 2019/20 were received but as Council did not have the previous version of the documents to compare the changes it was **resolved** that it should be brought back to the April Town Council meeting with the amendments clearly shown.

WTC238/19 UPDATE ON PLANNING POLICY ISSUES:

Cllr T Redpath's report was noted. It was **resolved** to thank Cllr T Redpath for all her hard work in keeping Council informed on planning policy issues and objecting to the proposed development on the PR10 site.

WTC239/19 CLIMATE EMERGENCY:

Cllr J Cooper had attended the Climate Change talk on Friday 6th March at Woodstock Community Centre and said that it was an interesting meeting, attended by a wide range of people.

Cllr E Poskitt confirmed that no asbestos had been found in the Community Centre roof when it was surveyed and there is viability for it to hold solar panels. . One quotation for solar panels on the roof was included in the survey organised by Blenheim.

It was **resolved** that Cllrs E Poskitt and M Parkinson would investigate how the electricity from the solar panels would be distributed and look into whether any grants or funding are available to assist with the cost of installation before further quotes are sought.

WTC240/19 WEST OXFORDSHIRE DISTRICT COUNCIL PARISH SURVEY:

It was **resolved** to submit the following comments in response to Question 28:-

The greatest challenges are the increasing number of dwellings without significant change to the infrastructure and the environmental impact of concreting over the fields are green spaces.

With this goes the chronic issues of the shortage of car parking spaces in Woodstock.

The biggest changes in the parish in the past 5 years have been the decline in the High Street due to a downward turn in footfall and the number of shops where planning permission has been given to change them to private residential dwellings.

WTC241/19 WOODSTOCK DESIGNATED GREEN SPACES:

Cllr T Redpath's report was noted with a comment that the Community Woodland has been included within the list of designated green spaces.

WTC242/19 PERCEIVED DANGERS AND RECENTLY REPEATED SIGNS OF DISREGARD RELATING TO DEVELOPER ROADSIGN INSTALLATIONS:

Cllr S Parnes advised that the problematic signs referred to within his report been removed with one being relocated into the appropriate place at the entrance to the development.

The Mayor informed Cllr S Parnes that she contacted Blenheim about the issues raised in his paper and had received an apology from Dominic Hare CEO, Blenheim.

The issue of the lack of consultation surrounding the relocation of the stone planters on Oxford Road was raised again and Cllr J Cooper said that he would pursue the matter the following day. It was suggested that this issue could also be raised with Blenheim at the next Town Palace Dialogue Meeting.

Cllr S Parnes proposed the following motion which was seconded by Cllr J Cooper:-

that Woodstock Town Council resolved to communicate to the developer the Town Council's concern and disappointment, and respectfully insisting that much greater consideration, planning and compliance should be ensured with regard to developer signage in future.

It was **resolved** that the Clerk would send the above communication to Blenheim.

WTC243/19 RECTIFICATION OF ERRONEOUS RECORD AND COMMUNICATIONS PERTAINING TO COUNCIL'S DECISION ON NAMING OF STREETS, INCLUDING MINUTES WTC95/19 AND WTC265/18:

It was noted that Cllr S Parnes had submitted his report relating to this agenda item by email 15 minutes prior to meeting being due to commence, leaving no time for Councils to read and absorb its content. An in depth debate followed before Cllr S Parnes proposed the motion below from his paper:-

It is proposed that a motion to correct the erroneous resolution be resolved and that the Planning Authority (street naming team) and the Developer are informed of the erroneous information provided to them, together with a request that further names (beyond the five or six determined already) be derived afresh from among the broader array of themes without regard to any listed proposed names as none have been agreed by Council to date.

The motion was not seconded and therefore was not progressed.

WTC244/19 RYEGRASS INDEPENDENT LIVING HOUSING SCHEME:

Cllr A Grant's report was noted.

EXCLUSION OF THE PUBLIC AND PRESS

Cllr A Grant proposed that in view of the nature of the business to be transacted the public and press be excluded from the meeting (Public Bodies Admission to Meetings Act 1960 s.1), seconded by Cllr M Parkinson

Kate Begley and the four members of the public left the meeting at this point (9.16pm).

WTC245/19 TOWN MAPS:

Cllr E Poskitt provided an overview of her report and the following three points were considered:-

- i. Where and how it would like to display maps.
- ii. Given that the estimates appear very similar, which style and therefore which provider it prefers.
- iii. Allow the Clerk/Office to go ahead with a Planning Application.

Experience Oxfordshire was suggested as an organisation that may wish to offer sponsorship towards the cost of the maps in exchange for the map displaying their logo.

It was **resolved** to engage the services of Fitzpatrick Woolmer the company that submitted an estimate of £6842 including VAT to produce a free-standing map display unit and a wall-mounted map and the design would be similar to the map of 'Driffield' that was circulated and the map would show the town centre.

It was **resolved** that the wall mounted map would be positioned in Hensington Road Car Park (on the side of the public toilet wall) and the free standing map would be positioned on the Millennium Triangle. Permission would be sought from the landowners of both sites where it has been decided the maps should be positioned and planning permission applied for via the appropriate authority if this was required.

It was also **resolved** that the option of having a lectern style free standing map board instead of an upright one at the Millennium Triangle would also be investigated by the Administrative Assistant.

WTC246/19 WTC PROPERTY PORTFOLIO:

6 Park Street

The Mayor, Cllr A Grant, CMfP reported that an asbestos survey will be required before the lease for the new tenants could be completed.

It was **resolved** that the Clerk use her delegated power to authorise the Council's Property Agent to engage the services of a local company to complete the asbestos survey on this property as soon as possible.

2 Market Street

The two quotes shown below were considered by Council:-

Quote	Details	Amount
A	specification as outlined within the property report	£18,553.52 plus VAT
B	specification as outlined within the property report	£33,240.00 plus VAT

Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

WTC accept quote A of £18.553.52 + VAT for the Exterior and Interior work to be carried out on 2 Market Street as specified. This work to be carried out as soon as possible after the termination of the present lease 16th May 2020 and the council property agent to re-let as a self-contained flats and a lock-up shop unit soon as possible.

It was **resolved** to accept quote A of £18.553.52 plus VAT for the work as specified within the property report to be completed as soon as possible after present lease expires on 16th May 2020. The property will then be re-let as a self-contained flat and a lock-up shop unit soon as possible.

2 Park Street

Cllr A Grant expressed, the loss of the Post Office facility would have a large impact on the town, effecting other business and residents alike and the Council needs to bear this in mind when considering the rent increase.

The following motion was proposed by Cllr A Grant which was seconded by Cllr M Parkinson:-

WTC agrees to offer a 5 year lease, accepting the £500 offered increase for the first 2 years taking the rent to £21,000 per annum with a rent review in October 2021.

Council agreed the motion as laid out above.

The meeting closed at 9.41pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 21st APRIL 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr U Parkinson
Cllr E Poskitt
Cllr T Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr S Rasch
Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, CClr I Hudspeth, one member of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

WTC247/19 INTRODUCTION BY THE MAYOR FOR THE FIRST VIRTUAL MEETING:

The Mayor welcomed all in attendance, to Woodstock Town Council's first virtual meeting, saying that as this method of holding meetings was quite new, she hoped that any hiccups experienced would be forgiven.

Attention was drawn to the following house-keeping points:-

- As meetings can be filmed and recorded it should be assumed that this is happening.
- As there is a possibility of loss of connection due to a power cut or internet connection failure. If this happens please try to reconnect so that the meeting can continue which may take a little time if however this proves to be unsuccessful due to internet failure or a long power cut the meeting will be adjourned and reconvened at a later date and will be advertised accordingly.
- The Clerk and the Mayor will co-host the meeting and therefore, will not be on mute.
- All Councillors audio will be muted and will be unmuted when they wish to speak. Indications to speak will be by raising a hand.
- The signing of minutes once agreed as accurate will be signed retrospectively when restrictions are lifted.
- Public Participation - members of the public that have requested to address the Council will do so by joining the virtual meeting.
- Where a Councillor declares a pecuniary interest and would normally leave the room, they will be moved to the waiting room facility and rejoin the meeting by invitation once the particular agenda item has been dealt with.
- Councillors can vote by using the available thumbs up symbol but initially will be conducted by a show of hands. Councillors should have their hand in view on the screen. If there is any difficulty in keeping track the Clerk will take a roll call, a simple for, against or abstain will be all that is needed.
- Councillors are asked to keep presentations as short as possible and to be clear as to what they wish the Council to decide.

- These are difficult times, tension is running high and Councillors are asked to be respectful and compassionate towards others at all times.
- Confidential Items - on the advice of the National Associations of local Councils (NALC) any confidential issues should be dealt with at a separate meeting to ensure the control of who logs in.

Annual Meeting

Council do not have to hold an Annual Meeting but can do if they wish and a new Chairperson can be decided at such a meeting. Any acceptance of office will be signed retrospectively.

Future Meetings

Council during these difficult times are permitted to hold a meeting at any time without the Statutory 3 days notice if it is considered urgent or emergency business. It is hoped that these will not be necessary and the meetings will carry on monthly. Notifications will be posted on the Council Website and if possible on the Community Notice Boards.

WTC248/19 APOLOGIES FOR ABSENCE:

The resignation of Cllr D Davies was announced and the Mayor recorded thanks for his service to Woodstock and wished him well.

WTC249/19 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Item 11 Report Of The Financial Officer - April 2020: Personal interest as he has received reimbursement of a damage deposit payment.

Cllr E Poskitt

Item 10 Planning: Personal interest as she is a member of WODC.

WTC250/19 PUBLIC PARTICIPATION SESSION:

No requests to speak within the public participation session had been received.

WTC251/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 11th MARCH 2020

The Council **resolved** that the minutes of the meeting held on Tuesday 11th March 2020 were a true record of the March meeting with the following amendments:-

WTC224/19 paragraph 1, was amended to read 'Mrs Hilary Brown a member of Sustainable Woodstock provided an update on the issue of Climate Emergency and Woodstock activities related to climate action.

A hard copy of the update is available (on request via the Clerk) for anybody who would like a copy.'

Paragraphs 2-7 were deleted from the minutes.

The Council also **resolved** that reports presented within Public Participation would not be minuted in full and that future minutes would state that a hard copy of any report could be obtained via the Clerk.

Any questions raised in Public Participation would be included within the minutes where appropriate.

WTC252/19 REPORT FROM THE TOWN CLERK:

The annual increment for both the Clerk and Responsible Financial Officer were noted.

The Council **resolved** to agree to pay for the monthly Zoom video conferencing facility and to reimburse the Clerk the cost of the monthly subscription payment (£11.99 plus VAT) until a point in time when the facility was no longer required.

Council were asked to review the underestimated amount of £20,000 for a loan that was originally agreed at the Budget Meeting on 26th November 2019 for the cost of the Lawn Cemetery Extension Groundwork and approve the increase of this amount to £45,000.

The Mayor proposed the following that Council ask the Clerk to apply for a Public Work Board Loan of up £45,000 which was seconded by Cllr P Redpath.

Cllr S Parnes requested a named vote.

VOTE:	For:	Cllrs J Cooper, E Poskitt, P Jay, M Parkinson, U Parkinson, S Rasch, P Redpath, T Redpath & A Grant
	Against:	Cllr S Parnes
	Abstaining:	Cllr J Bleakley

The Council **resolved** to ask the Clerk to apply for a Public Work Board Loan of up £45,000.

The Council **resolved** that the Clerk order copies of the Lockdown Mind Therapy Booklets and that she would check with the local open shops that they are happy to hold copies for residents to pick up in their shops.

WTC253/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council. Cllr Hudspeth confirmed that WODC are responsible for cleaning footpaths in Woodstock and OCC are responsible for maintaining them. The ownership of the footpath between Oxford Street and Woodstock Bowls and Tennis Club was being checked and if it is found to be OCC's responsibility he will explore further the issues previously raised.

It was pointed out to Cllr Hudspeth that the two bus stops at the entrance to the Park View estate are opposite one another and, if buses coming each way stop at the same time traffic will back up in both directions.

The matter of the cycle crossing near the Bladon roundabout which was said to have been included within the development plans was also raised. There was no sign of this being created. Cllr Hudspeth agreed to look into this matter.

The District Councillors' report was received by Council. The question of whether WODC have decided to hold virtual meetings was asked. It was stated that the first WODC virtual meeting to be held will likely be a Lowlands Planning Sub-Committee meeting.

WTC254/19 COMMUNICATIONS:

As the Mayor expected this to be her last meeting as Town Mayor she offered her grateful thanks to Councillors and staff that had assisted her through the Mayoral year. The public support she had also received has been overwhelming. It had been a pleasure to serve the town.

She confirmed that she had written on behalf of WTC to the Prime Minister when it was announced he had contracted the coronavirus to wish him a speedy recovery.

The Covid - 19 pandemic had been and still was an extraordinary time for all. The Mayor said she was sure everyone would agree that grateful thanks were owed to all frontline workers including within the NHS, our local Surgery, carers, food producers, shop assistants, delivery drivers, postal workers, not to mention the volunteers with the Help Hub and Helping Hands Old Woodstock that have been the lifeline for so many residents and finally to those who although that cannot leave their homes have given great support via emails, telephone and post to help alleviate loneliness. Many, many thanks to all.

Lastly the Mayor sent her heartfelt sympathy to all families and friends that have lost someone to this dreadful virus.

WTC255/19 QUESTIONS

No questions had been received.

WTC256/19 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC257/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/00416/HHD 27 Plane Tree Way, Woodstock
Alterations to front elevation to render.

The Council **resolved** to object to this application as they stated that the row of houses had won an award for their design when they were first built and rendering the brickwork would be out of keeping with the other houses within the row.

Ref: APPLICATION NO: 20/00530/HHD Lynholm, 7 Recreation Road, Woodstock
Single storey infill extension and extension of garage roof to create canopy to front entrance

The Council **resolved** to object to this application as the loss of the garage space within the property will have implications on the parking within an area where parking is already an issue and problematic because of its vicinity to the Primary School pupil entrance.

Ref: APPLICATION NO: 20/00781/HHD 8 Browns Lane Woodstock
Alterations to construct a pitched roof to existing front dormer to replace existing flat roof.

The Council **resolved** that they had no objection to this application.

WTC258/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – APRIL 2020

- i) To approve the List of Payments for March 2020 totalling £20,454.78 – The Council **resolved** to approve the payments made in March 2020.

- ii) To approve the Bank Reconciliation for March 2020 – The Council **resolved** to approve the Bank Reconciliation for March 2020.
- iii) To receive and consider the Income and Expenditure statements for March 2020 – The Council **noted** the Income and Expenditure statements without query or comment.
- vi) To receive the project monitoring spreadsheet – The Council **noted** that there had been no additions to the spreadsheet since the March meeting. The pictorial maps have not been progressed due to the current situation,

WTC259/19 FIXED ASSET REGISTER 2019/20:

The Council **resolved** to note and approve the additions to the Fixed Asset Register 2019/20.

WTC260/19 RISK ASSESSMENT – FINANCIAL MANAGEMENT AND INVESTMENT:

The Council **resolved** to approve the amendments to the Risk Assessment 2019/20 as shown below:-

Finance

- 302 Failure to comply with Inland Revenue Regulations
Administration Legal: checked by the Administrative Assistant removed.
- 303 Failure to comply with Customs and Excise regulations
Administration/Legal HMRE corrected to HMRC
- 304 Mis-use of Council Credit Card - **New addition**
Financial: Ensure card and PIN are kept separately and in secure management.
Ensure regular bank reconciliations.
Ensure regular reports to Council.
Ensure limit set for monthly Expenditure as per financial regulations.
- 304 Failure to maintain an effective payment system - **New addition**
Financial: Two signatories to authorise bank payments.

Investments

- 200 Maintenance of Investment Register - **new wording in line with now having investments**
Investments to be made as per Council Investment Policy.

WTC261/19 CLIMATE EMERGENCY:

A meeting was held with between Dominic Hare and the two District Counsellors just prior to the lockdown. It was ascertained that Blenheim would be prepared to help the Council to obtain a loan at a very good rate from low carbon promoting groups so that solar panels could be installed on the Community Centre roof.

Action: The Clerk agreed to check how many quotes had been received to date and chase any outstanding companies to obtain quotes where possible.

WTC262/19 SSE COMMUNITY RESILIENCE FUND:

The Council **resolved** to apply to the fund for £1,500 toward the expenses that are being incurred by the local community groups supporting local residents during this unprecedented time.

WTC263/19 SOUTH OXFORDSHIRE LOCAL PLAN:

The Council considered the following motion proposed by Cllr P Jay and seconded by Cllr T Redpath:-

that:

WTC “regrets the minister’s flagrant failure to address any of the major issues of principle raised in our letter, which merely catalogues the arbitrary and antidemocratic actions taken by the minister”.

Various comments and opinions were expressed before a vote was taken. A named vote was requested.

VOTE:

For:	Cllrs J Bleakley, J Cooper, E Poskitt, M Parkinson, A Grant, P Jay, P Redpath, T Redpath U Parkinson & S Rasch.
Against:	Cllr S Parnes

The Council **resolved** to carry the motion.

WTC264/19 CASUAL VACANCY IN OFFICE OF TOWN COUNCILLOR:

The report was noted as it was presented to the Council for information only.

WTC265/19 ALTERNATIVES FOR CONSIDERATIONS IN APPOINTMENTS OF TOWN MAYORS:

Cllr S Parnes summarised his report and clarified that the reference to ‘seniority’ within his motion below related to ‘length of service’ of a Councillor.

That for transparency and improved confidence in the Office of Town Mayor, the Town Council should consider agreeing a protocol for the custom and practice of appointing Town Mayors based on a rotating system of seniority in order to make the Council more representative of its constituency, with a clear succession plan, and more open to fresh approaches and prevention of bad habits.’

As Cllr S Parnes motion was not seconded it was not progressed.

Cllr T Redpath summarised her report submitted earlier that day, which pointed out that WTC currently followed the standard method for parish councils to elect a chairman. The chairman of a town council was entitled to be called Mayor and this was usually accompanied by a civic role that could not legally be separated from the role of chairman.

She thought it important to select the correct candidate able to chair the council and proposed the motion below which was seconded by Cllr A Grant.:-

That:-

WTC continues to choose its chairman who will act as Mayor for the term of the civic year at the Annual Council meeting. Candidates shall be nominated and seconded and the successful candidate chosen by majority vote. Any member of the Council will be eligible for nomination.

A brief discussion followed before a vote was taken. A named vote was requested.

VOTE:

For:	Cllrs S Rasch, U Parkinson, P Redpath, T Redpath, P Jay, E Poskitt, J Cooper, A Grant & M Parkinson
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Against: Cllr S Parnes

Abstaining: Cllr J Bleakley

The Council resolved to carry the motion.

WTC266/19 MESSAGE OF BEST WISHES TO THE PRIME MINISTER OF THE UNITED KINGDOM:

The motion presented by Cllr S Parnes was discussed at length before it was amended in light of the Mayor having already written to the Prime Minister to wish him a speedy recovery, but of which not all Councillors were aware.

The amended motion below was seconded by Cllr J Cooper:-

that:-

Woodstock Town Council RESOLVES on behalf of the Council and its constituency to affirm and dispatch to The Rt Hon Boris Johnson, MP, The Prime Minister their pleasure that he is recovering. The Town Council further acknowledges with admiration and deep appreciation the NHS's brave and steadfast work in helping all COVID-19 patients in its care.

A named vote was taken.

VOTE: For: Cllrs A Grant, M Parkinson, E Poskitt, J Cooper, P Redpath, T Redpath, S Parnes, S Rasch & J Bleakley

Abstaining: Cllr P Jay & U Parkinson

The Council **resolved** to carry the motion.

WTC267/19 THE RURAL MOBILITY FUND:

The Council **resolved** that the Clerk would respond on behalf of Woodstock Town Council with a message of support for both proposals.

WTC268/19 WTC PROPERTY PORTFOLIO:

The property report was noted.

WTC269/19 ALLOWANCE FOR TOWN HALL STAFF WORKING FROM HOME:

Cllr S Parnes proposed the following motion which was seconded by Cllr M Parkinson:-

Woodstock Town Council RESOLVES to immediately offer all Town Hall office-based staff required to work from home due to the COVID-19 emergency, the option of receiving payment of the HMRC-validated default amount in tax free allowance for necessitated working from home: £6 per week tax (backdated to Monday 6 April 2020), and where applicable the earlier amount of £4 per week to the extent applicable and relevant).

It was clarified that the Town Hall based staff referred to are the Clerk, the Administrative Assistant and the Responsible Financial Officer.

After some debate a named vote was taken.

VOTE: For: Cllrs S Parnes U Parkinson, E Poskitt, J Cooper, A Grant & M Parkinson

**MINUTES OF THE ANNUAL MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 5th MAY 2020
AT 7.30pm
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

**Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath**

**Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath**

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, CCllr I Hudspeth, one member of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

The Mayor asked members of the Council to join her in a one minute silence in remembrance of those who had sadly lost their lives to the COVID-19 pandemic.

WTC1/20 APOLOGIES FOR ABSENCE: Cllr S Parnes.

WTC2/20 ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE:

The retiring Mayor proposed Cllr M Parkinson for the position Mayor 2020/21, seconded by Cllr J Cooper. There being no other nominations Cllr M Parkinson was duly elected as Mayor. Due to meeting having to be held virtually the Acceptance of Office will be signed retrospectively.

WTC3/20 ELECTION OF DEPUTY MAYOR:

Cllr P Redpath nominated Cllr A Grant for the position of Deputy Mayor 2020/21, seconded by Cllr E Poskitt. There being no other nominations Cllr A Grant was duly elected as Deputy Mayor. Due to meeting having to be held virtually the Acceptance of Office will be signed retrospectively

WTC4/20 ELECTION OF COUNCILLORS FOR SPECIFIC ROLES:

The following Councillors were nominated and elected for the specific roles as shown below:-

Cllr P Jay	-	Council Member for Finance
Cllr A Grant	-	Council Member for Property
Cllr P Redpath	-	Liaison Councillor for Environment (supported by Cllr J Bleakley)
Cllr J Bleakley	-	Council Member for Winter Weather (supported by Cllr M Parkinson)

The Council agreed that Councillors would remain appointed to the internal working groups and panel as shown in Appendix 1 to these minutes with the changes shown below:-

Christmas Lights Working Group:	Cllr A Grant replaced Cllr D Davies on this group due to him no longer being on the Council.
Green Spaces - Neighbourhood Working Group:	Cllrs T Redpath, A Grant and E Poskitt
Urgent Planning Committee:	Cllrs J Bleakley, J Cooper, A Grant, M Parkinson, U Parkinson, S Rasch & T Redpath
Emergency Planning & Action Counter Terrorism:	Cllr S Parnes (removed as he had not agreed to serve on this group.

WTC5/20 APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES:

It was agreed that Councillors would continue to serve on the outside bodies as shown in Appendix 1 to these minutes with the changes shown below:-

Carnival Committee & Countryfile	Removed from list as no longer running,
Oxford Airport Consultative Committee:	Cllr E Poskitt added (as she had been missed off the previous list)
Public Transport:	Cllr S Parnes (removed as he had not agreed to serve on this group)
Woodstock Relief In Need Charity:	Cllr J Cooper replaced Cllr D Davies on this group due to him no longer being on the Council.

WTC6/20 DISCLOSURES OF INTEREST:

The Deputy Mayor, Cllr A Grant	-	Secretary of Woodstock Youth Club.
The Mayor, Cllr M Parkinson	-	Treasurer of Woodstock Youth Club.

WTC7/20 APPOINTMENT OF PROFESSIONAL BODIES:

It was brought to the attention of the Council that the new Management Plan currently being drawn up by the Wychwood Project will be discussed at a future meeting.

It was agreed that the Clerk should commence the tender process at the end of the year for the Water Meadows Management contract which is due for renewal in 2021.

The Council **resolved** to continue with the appointment of the following professional bodies for the forthcoming year:

- Council's Solicitors – Freeth.
- Property Agent – Breckon & Breckon
- Banks – Unity Bank
- Investments – The Public Sector Deposit Fund managed by CCLA
- Insurers – Zurich

- Employment and H&R Advisors – OALC
- Water Meadow Management – Wychwood Project
- Employment and H&R Advisors – OALC

Internal Auditor

It was noted that the appointment of the Internal Auditor will not be brought to Council until after the audit report has been received and quotes have been sought to ensure WTC are getting best value.

WTC8/20 STANDING ORDERS AND FINANCIAL REGULATIONS:

The Council **resolved** to continue using the Standing Orders and Financial Regulations in their current format.

Cllr E Poskitt confirmed that some slight amendments were required particularly in relation to Committees that are currently in abeyance. The suggested amendments will be brought to Council at a future meeting for approval.

WTC9/20 FIXED ASSET REGISTER AND RISK ASSESSMENT FOR 2020:

It was noted that the Fixed Asset Register and Risk Assessment had been approved for 2020 at Council meetings earlier in the year.

WTC10/19 CALENDAR OF MEETINGS:

The dates of meetings and events for the coming year were agreed as shown in Appendix 2 to these minutes.

The meeting closed at 20.02hrs

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 19th MAY 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr U Parkinson
Cllr E Poskitt
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr S Rasch
Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, CCllr I Hudspeth, two member of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

WTC28/20 APOLOGIES FOR ABSENCE:

No apologies for absence received.

WTC29/20 DISCLOSURES OF INTEREST:

No disclosures of interest received

WTC30/20 PUBLIC PARTICIPATION SESSION:

Mr Dennis Allen, Chair of Wake Up To Woodstock addressed Council to confirm that that the committee of Wake up to Woodstock had expressed interest in having a Banking Hub located in Woodstock. They believe that it would be helpful to local businesses in general and to residents of Woodstock and the surrounding villages.

WTC31/20 COMMUNICATIONS:

The Mayor briefly updated Council on 2 Market Street. He confirmed that the lease on this property had expired and Property Agent had met with the outgoing tenant on 15th May to complete the handover of the keys. Arrangements had also been made for the locks to be changed and for contractors to commence work, hopefully before the end of the current week, whilst adhering to the Government social distancing guidelines.

The Mayor also confirmed that the Staffing Panel had approved the request from the Administrative Assistant to return to work in the Town Hall office on a trial basis for two mornings at the end of the current week. The Staffing Panel had considered the Government 'Back to Work' guidelines in detail and were satisfied that these could be adhered to by the Administrative Assistant. The Town Hall would remain closed to members of the public, the Administrative Assistant would comply with the lone working risk assessment that has been put in place and with all relevant health and safety measures related to workplace cleanliness and hygiene.

WTC32/20 QUESTIONS

No questions had been received.

WTC33/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC34/20 CO-OPTION TO CASUAL VACANCY IN OFFICE OF TOWN COUNCILLOR:

The Mayor confirmed that the process of voting for the two applicants who had applied to fill the vacancy would be by show of hands.

Cllr E Poskitt commented that both candidates had submitted impressive applications and should be thanked for being prepared to stand for Council.

There was a discussion concerning the co-option procedures as Council had no written co-option procedure. The Mayor confirmed that the Town Council would explore developing co-option procedure in the future.

The Mayor proposed that a vote was taken which was seconded by the Deputy Mayor. Cllr S Parnes requested a named vote.

VOTE:

In favour of co-opting Les Burnham	8	Cllrs A Grant, M Parkinson, P Jay T Redpath, P Redpath, J Cooper, E Poskitt & U Parkinson
In favour of co-opting Jo Lamb	3	Cllrs S Parnes, J Bleakley & S Rasch

RESOLVED: Les Burnham was voted onto the Council and once his signed declaration of acceptance of office had been received, Council would look forward to him joining their June meeting.

Cllr T Redpath offered congratulations to Les Burnham on behalf of the Council.

WTC35/20 APPROVAL OF INVOICES:

The lack of information received from Freeths in relation to a breakdown of the costs for work undertaken to date on the lease for 6 Park Street and rates charged was discussed by the Council.

The Mayor proposed the following motion which was seconded by the Deputy Mayor:-

that the invoice from Freeths Solicitors be approved for payment

Cllr S Parnes requested a named vote.

VOTE:	For:	2	Cllrs P Jay and J Cooper
	Against:	8	Cllr T Redpath, P Redpath, A Grant, M Parkinson, J Bleakley, S Rasch, U Parkinson and S Parnes
	Abstaining:	1	Cllr E Poskitt

RESOLVED: The motion fell and the Clerk was asked the request a breakdown of the costs for work undertaken to date on the lease for 6 Park Street and rates charged from Freeths.

Cllr S Parnes proposed the following motion which was seconded by The Mayor:-

that a polite letter is written to the Council's legal advisors asking them to please be sure that in future any invoices are accompanied or contain an itemisation of the work for which they are billing the Council.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

Cllr J Bleakley stated that the fees the Council were being charged to prepare leases were high. Cllr P Jay clarified that the Council can seek advice from alternative legal advisers despite having approved Freeths as their solicitor at the Annual Town Council meeting. Cllr J Bleakley offered to look into alternative local solicitors that Council could use for the preparation of commercial leases.

It was agreed to reiterate to the Council's Property Agent that alternative solicitors can be used to ensure that best value is being obtained in relation to the preparation of commercial leases on behalf of the Council.

The Mayor proposed the following motion which was seconded by the Deputy Mayor:-

that the invoice for the Annual Premium of £7,417.69 from Zurich Insurance was approved for payment

The Deputy Mayor brought to the Council's attention that this was the final year of the 5 year contract with Zurich and quotes would need to be obtained for a new contract towards the end of the year.

VOTE: For: 10 Against: 0 Abstained: 1 (Cllr S Parnes)

Cllr S Parnes requested that his vote to abstain was recorded as a named vote.

RESOLVED: The motion was carried.

WTC36/20 BANKING OPPORTUNITY:

Following on from Dennis Allen's address to Council as the Chair of Wake Up To Woodstock, Cllr T Redpath expressed her support for the trial of community based branch infrastructure sharing opportunity and encouraged Council to put in a bid to be part of the trial as WTC can pull out if necessary. She also suggested that Council should only go forward with the trial (if chosen) if they have the support of Wake Up Woodstock as they would have to take the lead on it. Cllr E Poskitt supported Cllr T Redpath's suggestion and reiterated that it is a community based application. The issue of a suitable venue being available was raised as was the pollution from having to travel to Kidlington, Witney or Oxford to using banking facilities.

The Mayor's computer froze at this point in the meeting and the Deputy Mayor took over as temporary chair of the meeting.

Cllr P Jay expressed concern as to how much the facility would be used if Woodstock were chosen to participate in the trial.

Cllr P Redpath proposed the following motion which was seconded by Cllr T Redpath:-

Woodstock Town Council submit an application to take part in the trial with the provisional support of Wake Up to Woodstock but WTC can pull out of the trial if they feel that they do not have the support from WUTW or the local community.

VOTE: For: 8 Against: 1 Abstained: 1

RESOLVED: The motion was carried.

The Mayor re-joined the meeting to vote and then resumed chairing the meeting.

WTC37/20 WOODSTOCK DESIGNATED GREEN SPACES:

It was confirmed that a second grant application was in the process of being submitted and the next stage of the process is to undertake public consultation which can be completed online although a referendum could not be completed until next year. Cllr T Redpath said that the Council may be able to negotiate with Troy Planning to complete the online public consultation if it was only required for the Designated Green Spaces.

At this point Cllr T Redpath informed the Council that she had been in contact with OALC to clarify the requirement for public consultation when submitting the application for the Public Work Loan Board (PWLb) for the Lawn Cemetery Extension. OALC confirmed that regulations had changed in 2015 and Councils now have to show that they have public support for projects where the precept would be increased. As a result of her discussion with OALC, Cllr T Redpath suggested that a lower key consultation process be conducted for the Lawn Cemetery Extension. Putting up notices on town noticeboards, on the website, using local facebook groups and putting a notice in the Woodstock & Bladon News could inform local people fairly widely. This could be accompanied by access to the historic information that the Council has put out to the public arena over the past 9 years. This may suffice to support the loan application. If the information proved insufficient for the PWLB, the Town Council would then learn what additional information was needed.

Cllr T Redpath proposed the following motion which was seconded by Cllr E Poskitt:-

that the Council ask Troy Planning if they would be able to complete the public consultation required for the Designated Green Spaces. The Council would see if it can come up with another arrangement for the Cemetery Extension public consultation rather than setting up an account with an online survey provider.

A vote was taken.

VOTE: For: 10 Against: 0 Abstained: 1

RESOLVED: The motion was carried.

WTC38/20 INTRODUCTION OF A POLICY & PROCEDURE DOCUMENT FOR FORMALISATION & CONSISTENCY OF COUNCIL CO-OPTIONS:

This agenda item was deferred to the June meeting due to Cllr S Parnes having technical issues with his computing equipment which had affected his ability to produce a report.

The Mayor informed Council that he would circulate a copy of a motion passed in 2016 relating to the submission of agenda items and reports. Councillors should abide by the deadlines specified within that motion.

WTC39/20 WYCHWOOD REPORT FOR PERIOD OCTOBER 2019 – MARCH 2020:

The report from the Wychwood Project for the period from October 2019 to March 2020 was noted.

The meeting closed at 8.40pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 9th JUNE 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr P Jay
Cllr U Parkinson
Cllr E Poskitt
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr S Rasch
Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, The Responsible Financial Officer, Rachel Johnson (for agenda items 4ii and 12), CCllr I Hudspeth, three members of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

The Mayor thanked John Bleakley, who had resigned from the Council, for his valued opinions and contributions during his time as a Councillor.

WTC40/20 APOLOGIES FOR ABSENCE:

No apologies for absence received.

WTC41/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 11 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr P Jay

Passim: Personal interest as he is a resident of the Retreat, Banbury Road.

Item 19 Property: Personal interest as he is a friend of the tenant who rents 4 Market Street.

Cllr U Parkinson

Item 6 Report From The Town Clerk: Personal interest as she is a member of Woodstock Bowls and Tennis Club.

Cllr E Poskitt

Item 11 Planning: Personal interest as she is a member of WODC.

Item 19 Property: Personal interest as she has previously used the contractor who is undertaking the work on 2 Market Street.

WTC42/20 PUBLIC PARTICIPATION SESSION:

Mr John Webley addressed Council on behalf of local residents objecting to the planning application to erect a new dwelling in the garden of 24 Park Street, including the neighbouring properties that will be directly affected by it. To date nearly 60 objections have been submitted to West Oxfordshire District Council

WTC43/20 MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON TUESDAY 5th MAY 2020, THE MAY TOWN COUNCIL MEETING HELD ON TUESDAY 12th MAY 2020 AND THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 19th MAY 2020:

The Council **resolved** that the minutes of the Annual Town Council meeting held on Tuesday 5th May 2020 were a true record of the meeting.

The following amendments were made to Appendix 1 Woodstock Town Council CMf Working Groups outside bodies etc:-

Oxford Airport Committee: 'The Deputy Mayor and 3 Cllrs replaced with '1 representative and 1 Deputy'. Cllr E Poskitt removed from and (deputy) added after Cllr U Parkinson's name.

Public Transport Committee: additional initial 'S' removed from Cllr M Parkinson's name.

Traffic Advisory Committee: 'The Deputy Mayor' was amended to read 'The Mayor'.

The accuracy of the minute WTC23/20 within the minutes of the May Town Council Meeting held on Tuesday 12th May 202 was discussed at length.

Cllr T Redpath proposed the following amendment to the minute which was seconded by the Deputy Mayor:-

WTC23/20 BUDGET CARRY FORWARDS:

The Council resolved to carry forward the budgetary provision for specific areas and projects as recommended in the grid below with the exception of the £2,000 allocated for the Lawn Cemetery Handrail.

Cllr A Grant requested that WTC create a £2,000 Covid Support fund for Local Voluntary Help Groups and that this be found from surplus funds from the 2019/20 Civic Fund amounting to £1302.78 less £200 already planned as a donation to the retiring Mayor's Charity consequent on saving from the Christmas Greetings budget. The difference to be taken from the Lawn Cemetery Handrail budget.

Cllr M Parkinson proposed, seconded by Cllr T Redpath and resolved that a sum of £2,000 be held for Covid Support Voluntary groups on application leaving a carry forward budget sum in the Cemetery Handrail budget.

The Mayor thought the draft minute from May reflected his understanding of what was said at the meeting as he understood there was no Civic budget carry forward. He had thought that the £2,000 was taken out of the Lawn Cemetery budget and then, when it had been clarified, if there were surplus funds in the Civic Budget these would be returned to the Lawn Cemetery budget.

The Responsible Financial Officer confirmed the carry forward figure was £34,163 and that figure included the money left over from the Civic budget. At the end of the financial year there was £34,163 to carry forward and if Council agreed everything on the circulated table except for the Lawn Cemetery Handrail it would add up to £31,500. She understood that the Council had agreed to allocate £2,000 towards local support for COVID-19 which would take the figure back up to £33,500 leaving only £663 of the £34,163 unallocated. The Council needed to decide if it wanted to carry forward £663 and bring the total carry forward to £34,163.

The Council **resolved** to carry forward £663 into the Lawn Cemetery Handrail budget and for minute WTC23/20 to be re-drafted.

The Deputy Mayor proposed the following motion which was seconded by The Mayor:-

that the minutes of the May Town Council Meeting held on Tuesday 12th May 2012 be brought back to the July Town Council meeting for approval.

A vote was taken,

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The Council voted unanimously in favour and the motion was carried.

The Council **resolved** that the minutes of the Extraordinary Town Council meeting held on Tuesday 19th May 2020 were a true record of the meeting with the following amendments:-

- | | | |
|---------|-----------------|---|
| Page 12 | WTC34/20 | paragraph 6, line 1, add 'Mr' in front of Les Burnham. |
| Page 14 | WTC38/20 | line 1, remove the words 'having technical issues with his computing equipment which had affected his ability to produce a report and replace it with 'gave his explanation for seeking to defer the report to the next meeting'. |
| Page 14 | WTC36/20 | add 'The Mayor re-joined the meeting to vote and then resumed chairing the meeting'. |

WTC44/20 VACANCIES: SPECIFIC ROLES AND OUTSIDE BODIES:

The Deputy Mayor welcomed Cllr L Burnham to the Council and proposed the following motion which was seconded by The Mayor:-

WTC agrees that

- a) *Cllr L Burnham join the New Website Working Group with a view to moving this project forward as soon as possible to ensure the September deadline is met.*
- b) *Cllr Burnham takes on the role of support Councillor for Environment.*

Other vacant Councillors roles to be determined are:

A44A, Traffic Advisory Committee, Winter Weather, Parking, Christmas Lights

Additionally the Deputy Mayor added the following:-

Cllr L Burnham to join the Urgent Planning Committee.

The Deputy Mayor agreed to the Mayor's request to take the decisions in four parts a) Cllr L Burnham to join the New Website Working Group, b) Cllr L Burnham to take on the role of support Councillor for Environment, c) Cllr L Burnham to join the Urgent Planning Committee and d) other vacant Councillors roles.

A vote was taken on a) Cllr L Burnham joining the New Website Working Party.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The Council voted unanimously in favour of Cllr L Burnham joining the Website Working Party.

A vote was taken on b) Cllr Burnham taking on the role of support Councillor for Environment.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The Council voted unanimously in favour of Cllr L Burnham taking on the role of support Councillor for Environment.

c) Cllr Burnham was asked whether he was prepared to join the Urgent Planning Committee.

Cllr L Burnham asked for clarification on the role the Urgent Planning Committee, the Deputy Mayor explained that the committee was set up to comment on planning applications that required decisions outside the timeframe of the monthly Town Council meetings.

Cllr L Burnham then agreed to join the Urgent Planning Committee. All Councillors were supportive of this.

d) The Mayor confirmed that in light of Cllr J Bleakley resigning there were vacancies for the following

A44A, Traffic Advisory Committee, Winter Weather, Parking, Christmas Lights

He asked for Councillors to volunteer to fill the vacancies.

Cllr U Parkinson volunteered to join the Christmas Lights Working Group.

Cllr L Burnham volunteered to join the Traffic Advisory Committee and the A44A group.

Cllr M Parkinson volunteered to represent Council for Parking.

The Deputy Mayor requested that the Councillors on the Urgent Planning Committee are named rather than 'All Councillors with the exception of Cllrs P Jay, S Parnes & P Redpath'.

The Mayor confirmed that the outstanding vacancies 'Winter Weather' and 'Public Transport' would be brought back to the next meeting.

WTC45/20 REPORT FROM THE TOWN CLERK:

The Council **approved** the quote from RPII for the Playground inspections at the cost £255 ex VAT and for the Clerk to investigate whether there is an alternative company that can quote to complete the annual inspection of the water meadows.

The Council **approved** for the Clerk to contact Helping Hands of Old Woodstock and The Help Hub to advise them that the SSE COVID funding has been received and arrange to transfer the money across to their bank accounts with an outline of the requirement for them to submit receipts in due course confirming how the funds have been spent.

An email received by the Clerk from a resident enquiring when the Corsican Pine tree felled in 2018 would be replaced, as recommended by the independent assessor contracted to provide a report by Woodstock Bowls and Tennis Club.

The resident also drew attention to the second tree on the other side of the car park that had been drastically pruned a few years ago and which they believed had been poisoned, leaving it dead and in need of being removed and replaced. The email also referred to ivy growing up various trees in the children's playground area and the need for it to be removed/killed before it made the trees too weak to be sustainable.

Cllr P Jay proposed the following motion which was seconded by The Mayor:-

that Woodstock Bowls and Tennis Club should fulfil the terms of their lease and replace the tree forthwith as recommended by their independent assessor.

Cllr J Cooper asked for it to be put on record that in his opinion he felt it was a scandal when the Woodstock Bowls and Tennis Club rent was raised from £1 per year to £1,500 per year.

Cllr P Redpath responded that over 60% of the membership of the Woodstock Bowls and Tennis Club do not pay a precept and not a penny to this town. They are in competition with the Community Centre and the Town Hall in terms of making lots of money out of the building and their members also coach other individuals at quite a large amount of money per hour.

A vote was taken.

VOTE: For: 8 Against: 1 Abstaining: 2

RESOLVED: the Clerk will write to Woodstock Bowls and Tennis Club to remind them that the maintenance of the Car Park is within the terms of their lease and the stump of the Corsican Pine felled in 2018 should be removed and a new tree planted in its place as recommended by their own independent assessor.

The Council approved for their Annual Tree Inspection to be completed as soon as possible to enable Woodstock Town Council to pass on any recommendations relating to the remaining tree in the Car Park to Woodstock Bowls and Tennis Club for them to take appropriate action. The Clerk confirmed that the Deputy Caretaker had started to cut the ivy growing up the trees in the play area at the roots. Advice will be sought on what other action WTC may need to take in future with regard to containing the ivy re-growth.

WTC46/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council. Cllr L Burnham asked 'what might Woodstock expect to get from the second tranche of funding from the government for promoting active travel?' Cllr I Hudspeth advised that the funds would not be allocated evenly across the County per town but rather to projects that are put forward and are essential and need to promote active travel, giving the example of a possible cycle path from Witney to Hanborough Station or a cycle path from Woodstock to Hanborough Station.

Cllr P Repath referred to a report in the Times stating that central government were going to take over all planning and devise some new kind of corporation (he felt they had already done that) and dispense with local planning authorities. He asked 'if this is the case' does it mean that all our trouble and woes caused by planning will be solved by far more money coming from central government?' Cllr I Hudspeth responded that the article in the Sunday Times that did not say 'all' planning but said that the government may consider some development corporations to kick start the house building regeneration so we come out of the COVID crisis, building more houses and large infrastructure projects. He stated it was only a proposal that had not been validated.

Woodstock Town Centre Group - Cllr I Hudspeth referred to the notes he had circulated the previous day from the two meetings that the group had held to come up with ideas to make the town centre more person friendly by reducing the number of vehicles and encourage a more continental style centre to help the hospitality recover whilst at the same time ensuring that local residents are not adversely affected.

Cllr S Parnes asked if any thought had been given to measures that could be put in place to ensure there is not too much noise interference to the residents in the town centre or anti-social behaviour. Also what measures can be taken to ensure people maintain the recommended social distance of two metres? CCllr I Hudspeth confirmed that it was important that town centre residents were included within the group to ensure they were aware of the proposals. The proposal was to close the roads until 10pm and the police will be expected to be around to deal with any incidents of noise or anti-social behaviour. The proposals are to encourage residents to come into the centre of Woodstock to enjoy a meal or hospitality and make sure the businesses re-open in good way. The traffic marshalls will be in place to assist the traffic and he hoped that people would adhere to the social distance guidelines.

Cllr U Parkinson said although it sounded a good idea, closing the town centre two nights a week for people to come into the town to have a meal or drink throughout July and August did not sound terribly attractive and would it lose its impact as it is too long. She also asked 'where all the vehicles would park, as there would be limited places to park with the town centre being closed?'

CCllr I Hudspeth confirmed that the proposals were being aimed at local Woodstock resident who would be able to walk into the town centre and enjoy having a meal or drink. The road closures would allow the pubs and restaurants with restricted capacity inside to be more profitable by being able to put tables out on the paths with pedestrians being able to walk in the middle of the roads. CCllr I Hudspeth also mentioned that additional parking along Hensington Road was being looked at, along with Blenheim offering parking facilities.

The Deputy Mayor stated she supported doing all possible for the retailers and hospitality sector during these extraordinary times but asked 'why the Council was not aware of the group being established?' and also expressed her concern at the following paragraph within the meeting notes:-

A one-way system was generally agreed but it would involve a major expenditure for a permanent feature however I will see if there can be a basic trial to see if the principle works. Then if it does we can start working on new parking spaces etc (but that could tie in with residents permits!)

She said that the results of the parking survey had yet not been published and no decisions on resident's permits had been made.

CCllr I Hudspeth explained that he had been approached by the Mayor asking what could be done to support hospitality based businesses re-opening at the beginning of July and the group had been established at very short notice. He also said that the issue of parking was discussed and the group have been open and transparent by including what was discussed within the meeting notes.

Cllr L Burham asked 'how much of the funding from WODC to stimulate the economy (approximately £97,000) could be allocated to this project and how much will the project cost?'

CCllr I Hudspeth could not confirm the costings yet and explained that the group needed to find out if there was an appetite for it before starting to investigate costings but he assured Council that the funding would come from the £97,000 and WTC would not be asked to contribute towards the project.

Cllr L Burham thought it was a great idea and asked whether two days a week was enough and had the group discussed extending it to run from Tuesday through to Saturday? He thought it would attract people from outside Woodstock who like to come into the town on a warm summer evening for meal or drink could have an impact on parking problems as Cllr U Parkinson had previously mentioned. Would there being temporary bike racks to encourage people to cycle

into the town? Cllr L Burnham also asked ‘why only two representatives from businesses were invited to join the group.’

Cllr I Hudspeth confirmed that the Chair of Wake Up To Woodstock would liaise with all the local businesses and act as the direct link between the group and those businesses.

Cllr P Jay drew attention to the Woodstock Town Council Parking Policy which was submitted to WODC over a year ago and to which Council were still awaiting a meaningful response.

Cllr I Hudspeth confirmed that all the points from the WTC Parking Policy would be taken into consideration when the final details were worked out.

Cllr E Poskitt reiterated that these were suggestions and if something is put in place which does not work then it could be changed or stopped very quickly. The trial needs to run so that any problems can be ironed out and businesses are given a chance to re-open and be profitable. She said that two nights a week should be adequate as many of the businesses will also be open during the daytime.

The Mayor also advised that by increasing the number of evenings, the businesses would then have to bring in more staff which would have an impact on any profit they may make. The group realised that there is not just one solution for hospitality and parking. Both are interconnected and eventually by trialing the ideas the group could have a clearer idea of what could be done to improve the town in future.

Cllr I Hudspeth stated that this is a unique opportunity as it is a one off funding that the Council would not normally be able to access. The funding is not allocated to every town. He reiterated that it gives the group an opportunity to look and understand what different solutions would have on the town centre. The whole concept was to have an *alfresco* continental style type centre to Woodstock. It would enable people to walk down the roads safely. It would allow businesses to open up and use the pavements for tables. It should make social distancing easier. The whole purpose is to revive Woodstock’s economy particularly the hospitality sector.

Cllr E Poskitt asked Cllr I Hudspeth if there was anything he would like WTC to do to help?

Cllr I Hudspeth responded that the support of the Council would be really good to have so that the word could be spread through Woodstock and the views and feedback from others can be sought.

Cllr E Poskitt proposed the following motion which was seconded by The Mayor:-

that WTC offers its support to the work the group are undertaking to allow hospitality based businesses in the town to re-open and be profitable during July & August 2020.

Cllr J Cooper stated that two parties ought to be congratulated, Cllr I Hudspeth for getting the group up and running and Blenheim for releasing additional parking spaces. He also said that unemployment is an awful thing and everything should be done to prevent it.

A vote was taken on the motion.

VOTE: For: 10 Against: 0 Abstaining 1

RESOLVED: The motion was carried.

Cllr P Jay requested an amendment to the motion that the following rider be added:-

Provided it is consistent with the Council's parking policy.

The Mayor stated that the initial proposal and what was set out by Cllr I Hudspeth did not dictate anything to do with parking. It is a temporary solution for this time and therefore, he did not think the amendment was relevant.

Cllr I Hudspeth agreed to take Woodstock's parking policy into consideration and make sure there is nothing that would go against it.

Cllr S Parnes drew attention to the fact that a motion had already been voted on and to shoe horn in additional things to something that is really a largely informal casual endeavour to try and do something nice is over complicating issues and if something were to arise to raise concern it can be dealt with later.

The Mayor agreed with Cllr S Parnes and closed down any further discussion.

The District Councillors' report was received by Council. Cllr P Redpath raised the issue of climate change and stated that he had recently read that it takes 200 fully mature trees over a 10 year period to remove carbon produced in the production of one average house, which is quite considerable. He said that had heard Barry Wood the Leader of Cherwell District Council jubilantly state that they will plant a tree for every house they build. Cllr P Redpath posed that question 'how much understanding do our authorities have about Climate Change?'

Cllr J Cooper reminded Cllr P Redpath that the two District Councillors proposed back in 2016 to take thousands of houses out of the Local Plan.

Cllr S Parnes asked if the District Councillors had seen any endeavour of the District Council in terms of discussing future planning need and planning policy to accommodate the increased need for more space in homes which has been identified as a result of the COVID pandemic.

Cllr E Poskitt confirmed that the issue was being looked at within various post COVID lockdown procedures and although she did not think there had been any conclusion to date, it was very much at the forefront of people's minds.

WTC47/20 COMMUNICATIONS:

The Mayor did not have anything to communicate to Council. The Deputy Mayor mentioned that she had sent him an email confirming that the Administrative Assistant working in the office had going well and she has expressed that she is happy with the measures that are in place to manage any risks.

WTC48/20 QUESTIONS

No questions had been received.

WTC49/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC50/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/01179/HHD Pine Cottage, 46 Hill Rise, Woodstock
Erection of single storey extension and detached carport and outbuilding.

RESOLVED: that WTC have no objection to this application.

Ref: APPLICATION NO: 20/01161/HHD Damson House, 18B Hensington Close, Woodstock
Alterations and erection of first floor front extension and insert rooflights over rear kitchen single storey roof.

RESOLVED: that WTC have no objection to this application.

Ref: APPLICATION NO: 20/01246/FUL 24 Park Street, Woodstock
Erection of a new dwelling

RESOLVED: that WTC object to this application on the grounds that it contravenes the following planning policies OS2, OS4, EH9, E10, E11, EH13 and T4 in the West Oxfordshire Local Plan.

Around 600 new dwellings are already planned for Woodstock so there is no housing need for this development. It is an unnecessary additional dwelling in the garden of a listed building. It is a contrived building to fit into the available space and does not conserve or enhance this corner of Woodstock. It creates a new access into what is an old wall that lends particular character to this area of old, some of which are listed, buildings. The structural inspection report on this boundary wall states that construction will have an impact on the existing wall's footing and discusses the challenge to the building foundations and their implementation in order to protect the wall. Further, will the small space between building and wall cause issues such as damp and inaccessible vegetation leading to unnecessary deterioration of the wall?

WTC fully support the objections submitted by - at the time of writing – nearly sixty objections from local residents. At this point there are no supportive letters from residents. In particular WTC draws attention to the extremely articulate objection submitted by Mr John Webley on behalf of neighbouring properties which would be directly affected by the erection of the new dwelling.

WTC also draws attention to WODC's refusal of the application for an additional dwelling in the garden of 28 Park Street (Ref: 15/00836/FUL) as this is a nearby property and the proposal had similarities with this one.

In conclusion, WTC fully support local residents' objections to this proposal on the planning grounds quoted at the beginning of this submission.

WTC51/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2020:

- i) To approve the List of Payments for May 2020 totalling £14,364.83 – The Council **resolved** to approve the payments made in May 2020.
- ii) To approve the Bank Reconciliation for May 2020 – The Council **resolved** to approve the Bank Reconciliation for May 2020.
- iii) To receive and consider the Income and Expenditure statements for May 2020 – The Council **noted** the Income and Expenditure statements without query or comment.

WTC52/20 INTERNAL AUDIT REPORT 2019/20:

The Council **resolved** to approve the Internal Audit report for financial year 2019/20 and the year end observations.

WTC53/20 ACCOUNTS FOR FINANCIAL YEAR 2019/20:

The Council resolved to approve the accounts for the financial year 2019/20.

WTC54/20 SECTION 1 ANNUAL GOVERNANCE AND ACCOUNTIBILITY RETURN 2019/20:

The Council **resolved** to approve section 1 (Annual Governance statement 2019/20).

WTC55/20 SECTION 2 ANNUAL GOVERNANCE AND ACCOUNTIBILITY RETURN 2019/20:

The Council **resolved** to approve section 2 (Accounting statements 2019/20).

WTC56/20 CONSOLIDATED BANK STATEMENT 31st MARCH 2020:

The Council **resolved** to approve the consolidated bank statement 31st March 2020.

WTC57/20 PERIOD OF PUBLIC RIGHTS:

The Council **resolved** to note that the period of Public rights will commence on 1st July 2020 for 30 working days

WTC58/20 PROJECT MONITORING SPREADSHEET:

The Council **resolved** to note the monthly update of the spreadsheet for information.

Cllr L Burnham mentioned that a number of projects listed did not have initials for the person involved on them.

Cllr P Jay clarified how Councillors are linked to different projects and confirmed that Cllrs P Redpath and L Burnham would be involved in ensuring that the Millstream Bank repairs were completed working.

The Mayor agreed to take over the tree planting project which had initially be put forward by Cllr J Bleakley.

Cllr P Redpath advised that he had been encouraging Roy Cox from Blenheim and Toby Swift from Wychwood to meet up to agree progressing the Millstream Bank repairs.

Cllr J Cooper wanted to make a general point on the accounts that this year Council are budgeting to have commercial income from the letting of the Town Hall and Community Centre which will not be achieved due to the current COVID pandemic. This will need to be reviewed.

Cllr P Jay confirmed that the loss of income will be dealt with in September when the annual budget is reviewed.

The Responsible Financial Officer was thanked by Council for all her hard work and for attending the meeting to answer questions raised relating to the end of year process.

WTC59/20 WOODSTOCK WATER MEADOWS - FENCING AND ENCROACHMENT INTO MEADOW 6:

Cllr P Redpath provided a summary of how a number of houses in Glyme Close have over the years encroached into the water meadows up to the fence that was put in to keep the cows from escaping. He referred to letters sent by the Council to Glyme Close and Brook Hill residents in 2004, 2011 and 2013 confirming the ownership of the land and requesting that the boundary is respected. The existing fence is currently in poor condition

Cllr P Redpath proposed the following motion which was seconded by Cllr L Burnham:-

WTC replaces the existing fence as necessary.

In addition, a very firm letter is sent to residents of Glyme Close bordering meadow 6 reminding them of where the boundaries lie; and at the same time WTC seeks legal advice (in the first instance from the National Association of Local Councils via the Oxfordshire Association for Local Councils) on how to proceed with its obligations as landowner in regard to these encroachments.

Cllr S Parnes raised concern that copies of the letters that Cllr P Redpath referred to were not circulated to Councillors and he also questioned singling out one group of residents when there are other residents encroaching on Council land that are not being contacted.

Cllr E Poskitt suggested the following amendment to the motion:-

WTC will remove the existing fence and replace it if necessary.

Cllr P Redpath accepted the amendment.

A discussion followed during which Cllr L Burnham clarified that legal advice should be sought before any letters are sent out.

The Mayor requested to take the motion in two parts and vote on them individually, to which Cllr P Redpath agreed.

Part one of the motion:-

WTC will remove the existing fence and replace it if necessary.

Part two of the motion:-

WTC will seek legal advice (in the first instance from the National Association of Local Councils via the Oxfordshire Association for Local Councils on how to proceed with its obligations as landowner in regard to these encroachments before any letters are sent to residents.

A named vote was taken on part one of the motion.

VOTE:	For:	10	(Cllrs L Burnham, J Cooper, A Grant, P Jay, M Parkinson, U Parkinson, E Poskitt, S Rasch, P Redpath & T Redpath)
	Against:	1	Cllr S Parnes

RESOLVED: The motion was carried.

A vote was taken on part two of the motion.

VOTE:	For	11	Against:	0	Abstaining:	0
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RESOLVED: The motion was carried.

WTC60/20 BLENHEIM CONSULTATION:

The four page consultation leaflet circulated by Blenheim to Woodstock residents was noted by the Council.

Cllr S Parnes summarised his report drawing attention to the ten page online consultation document which included much more detail and the fact that many residents were unaware of it.

Cllr S Parnes proposed the following motion which was seconded by Cllr M Parkinson:-

Woodstock Town Council Resolves to submit to Blenheim Estate Homes the following questions for requested response and potential future consideration, in relation to contents of the May 2020 developer consultation titled "Banbury Road and Hill Rise up date":

- 1. In relation to the "Community Hub" structure "with facilities for neighbourhood working, and hosting local clubs and events", (a) who will administer bookings and rentals for this building; and (b) it envisaged that other community buildings would be exchanged as part of one or more land or building swaps to facilitate access to this building?*
- 2. In relation to the two "parking barns" for "indoor, off street parking for resident's cars and other vehicles", (a) how will safe ventilation be assured for 'indoor' emissions from vehicles with petrol or diesel engines, and (b) will parking in the barn be available free of charge in perpetuity?*
- 3. Will it be possible for buyers of homes on the Hill Rise and Banbury Road sites to acquire all of the freehold rights in their properties?*
- 4. Will residents be able to choose or change the management company that services the grounds of these estates, or will discretion choice be limited or otherwise affected by the "stewardship" plan?*
- 5. The document notes residents' requests to "ban cars from entering the site from Rosamund Drive" and the leaflet states: "The new homes will be served by a single car access road from the A44, with pedestrian and cycle only connections to Hill Rise and Rosamund Drive". Will the developer and landowner commit to ensuring registration of a restrictive covenant to bind itself and all owners of dwellings on the estate in relation to this matter, and to ensure recording at the Land Registry a prohibition against vehicular access from Rosamund Drive which would be clearly indicated in all property conveyance documents related to dwellings on the Hill Rise and Banbury Road sites?*
- 6. [- X] [Any further Questions to which Members seek response].*

Cllr T Redpath drew attention to discussions that the Steering Group had previously relating to the investing in the upkeep of the existing community buildings rather than adding more on the new developments and also whether any issues relating to the heritage statement had been taken on-board within the plans Blenheim are proposing.

Cllr S Parnes agreed that both of the above comments could be added to the list of questions he is proposing to submit to Blenheim.

Cllr L Burnham expressed his concerns relating to the references Blenheim make within the online consultation document to interconnectivity in Woodstock which he stated is not within their gift to promise. He asked whether Blenheim could make the process a two way one and provide responses to the questions being asked publicly online.

The Mayor suggested that additional questions from Councillors be submitted to Cllr S Parnes and the Clerk so that they can be collated and submitted to Blenheim.

Cllr P Jay requested that Question 3 be removed from the list as the question has already been answered by Blenheim who have stated on numerous occasions that there will be 'No Freehold'.

Cllr P Redpath referred to Question 5 and said that the access via Rosamund Drive should be investigated as he believed that there was a strip of land that Blenheim did not own within that vicinity.

The Mayor proposed that under Question 6 any further questions be submitted to the Clerk within a week if this meeting.

A vote was then taken on Questions 1 to 5.

VOTE: For: 6 Against: 2 Abstaining: 3

RESOLVED: The motion was carried.

WTC61/20 UPDATE FROM STEERING GROUP & CFO REPORT – NEXT STAGE:

Cllr T Redpath provided Council with a summary of her report as the content of it superseded the report previously submitted by Cllr P Jay. She confirmed that under point d) 'A commitment never to build on the Recreation Ground' had been removed from the list of priorities for S106 support as it was being dealt with through the neighbourhood plan. She mentioned that concerns had been raised by the consultant working on behalf of Blenheim that the police station site would not be big enough to house the doctors' surgery if there were to be further growth in Woodstock.

The provision of walkways and cycleways by-passing the Black Prince Canyon remains unresolved.

Additional school facilities will be required and the existing WUFA site would be required for the expansion of the primary school although WUFA does not want to move as the provision of school wrap around care relies on them being in close proximity to the primary school.

Cllr T Redpath confirmed that the Section 106 discussions between the developer (Blenheim) and Oxon CC and WODC are looming and Blenheim has invited Woodstock Town Council to be present.

Recommendations from the WTC representatives on the Steering Group were proposed by Cllr T Redpath and seconded by Cllr Grant:-

that WTC mandates its Steering Group representatives to participate in the discussions with Oxon CC and WODC but on the basis that they fight for the aforementioned priority issues and to report back to WTC, not agreeing to any departure from the priorities stated below.

- a) funding a new doctors' surgery in a central position, with adequate parking, sufficient for Woodstock's prospective population;*
- b) affordability – but with a "ready-reckoner" to be able to see how other projects trade off against "affordability" percentages or discounts;*
- c) walkways/cycleways by-passing the Black Prince canyon through the park and through the water meadow.*
- d) sufficient secondary, primary and WUFA schooling.*

Cllr L Burnham referred to the police station being utilised for additional parking, cycle racks and electric charging points if the doctors' surgery were to be located on the Banbury Road site and said that parking had been left off the priorities.

Cllr E Poskitt stated that this is an opportunity for WODC, OCC and Blenheim to get together and work imaginatively to give the town what it wants on the combined site of the police station, Hensington Road car park and the former site of Woodstock Library.

A vote was taken on the recommendation proposed by the Steering Group.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried unanimously.

WTC62/20 UPDATE ON CHERWELL DISTRICT COUNCIL LOCAL PLAN AFFECTING WOODSTOCK:

Cllr S Parnes' report was noted. Cllr T Redpath drew attention to the fact that the Oxford City Plan had been passed.

WTC63/20 INTRODUCTION OF A POLICY & PROCEDURE DOCUMENT FOR FORMALISATION & CONSISTENCY OF COUNCIL CO-OPTIONS:

After some discussion Cllr S Parnes proposed the motion below which was seconded by Cllr M Parkinson:-

that Woodstock Town Council Resolves - towards endeavouring to enhance clarity, consistency and transparency in its co-option processes and procedures - to establish its Co-Option Policy by adopting the content of the circulated example 'Nelson Town Council Appendix A' document, adapting the respective Councils' details where relevant, and including the Application Form, Eligibility Form, and Person Specification. The Council also notes, and accepts as a matter of good practice, provision of advertising the co-option for at least 21 days (excluding publication date, Saturdays and Sundays) after Electoral Services confirmation that the Council can co-opt following confirmation that a by-election will not be held.

The following amendments to the Nelson Town Council Appendix a document were agreed:-

- To remove point 6 regarding the candidates having 5 minutes to introduce themselves and giving information on their background and experience and explaining why they wish to become a member of the Council.
- Remove the requirement for a proposer and seconder within the Co-option Application Form.
- Add the option for a signed ballot to be requested into the policy.

The Mayor called for a vote on the motion, a named vote was requested.

VOTE	For:	5	Cllrs M Parkinson, L Burnham, S Rasch, S Parnes & E Poskitt
	Against:	5	Cllrs P Jay, T Redpath, P Redpath, A Grant & J Cooper
	Abstaining:	1	Cllr U Parkinson

RESOLVED: As the vote was tied, the Mayor used his casting vote in favour of adopting the policy and the motion was carried.

WTC64/20 PARISH AND TOWN COUNCIL £200 DEFIBRILLATOR GRANT:

It was agreed to defer this item for discussion at the July meeting.

WTC65/20 WTC PROPERTY PORTFOLIO:

The Deputy Mayor apologised for the late inclusion of the additional information within her report which was beyond her control.

Cllr J Cooper proposed that Council go into confidential session but his proposal was not seconded and Council remained in open session.

The Deputy Mayor proposed the following motion which was seconded by the Mayor:-

Repair to 3 rotting windows 2 Market Street

Replace:

- Sill sections
- Repair to the bottom parts of the box
- Parting beads
- Staff beads
- New sash cords
- two panes of broken glass

Total cost for supply of all materials and labour would be **£1,042.00 plus vat**

A vote was taken.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The Council voted in favour of the rotting windows being repaired at the cost of £1,042.00 plus vat

Sash Windows

The property agent has suggested to the contractor the action below to save yet more costs. Council need to decide if they are happy with this.

The property agent comments:

“The sash windows at the front have been painted closed in the past and consequently only the bottom half works. As it would be a days labour to make the top ones work, I have said to leave them shut” (unless you instruct me otherwise). It will no doubt help with security. The only downside is that the internal bottom rail of the top window will not be able to be painted. Let me know if you agree.”

A vote was taken.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The Council voted in favour of accepting the recommendation from the Property Agent to leave the sash windows painted shut.

Sound Proofing of wall

Quote for constructing a sound reducing wall to first floor bedroom against party wall with number 4.

Option one

Fix 25mm x 50mm battens to wall and cover with sound block plaster board then plaster and fit a new piece of matching skirting.

£575.00 plus vat

Option two

Build stud wall against the party wall using 100mm x 50mm timber.
Fit high density rock wool slabs between the uprights.
Plaster board using sound block plaster board and plaster.
Fit new matching skirting.
£924.00 plus vat

The above request was an extra to the agreed original specification so was at the extra cost shown in the quotes and as was indicated in her earlier report the request was from the tenant at No 4

A vote was taken.

VOTE: For: 8 Against: 2 Abstaining: 1

RESOLVED: The Council voted in favour of Option 2 at a cost of £924.00 plus vat.

4 Market Street Roof

Rear Elevation to above & neighbouring property; extend scaffolding to gable and back. Removal of existing roof coverings any salvaged slates to be set aside & stored on site in anticipation of front elevation being completed at a later date

- a) *WTC takes account of the professional advice given on the condition of the roof of 2 Market Street and considers it a matter of such urgency that the work should be carried out on both the rear and front elevations without further quotes being obtained. at the agreed cost of **£10,118.50 +VAT***
- b) *Agrees that for reasons of economy whilst the scaffolding is in place similar upgrade to the adjoining property roof, 4 Market Street be carried out at the cost of **£12,075.21 + VAT***

The Council agreed to the request from the Mayor which was seconded by the Deputy Mayor to extend the meeting by 15 minutes.

A vote was taken on part a) of the motion.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The council agreed unanimously to the roof work being carried out on 2 Market Street at the cost of **£10,118.50 + VAT**

A vote was taken on part b) of the motion.

VOTE: For: 10 Against: 1 Abstaining: 0

RESOLVED: The council agreed unanimously to the roof work being carried out on 4 Market Street at the cost of **£12,075.21 + VAT**

The total cost of the re-roofing of both 2 & 4 Market Street would be **£22,193.71**

WTC66/20 FREETH INVOICE:

The invoice for the period 1February 2020 to 30 April 2020 in relation to the lease of 6 Park Street (Document Number 90373969) for £1853 plus VAT was approved for payment.

It was agreed that the Clerk would request a more useful breakdown of costs to be provided with future invoices. Council agreed to Cllr S Parnes' suggestion that Freeths are asked to provide a clearer breakdown of their costs with future invoices and the Clerk would action this request.

WTC67/20 CLIMATE CHANGE:

The report was noted with the agreement that a copy of the information within it be added to the Council noticeboards.

The meeting closed at 10.39pm

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 7th JULY 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr A Grant (Deputy Mayor - Chair)
Cllr J Cooper
Cllr U Parkinson
Cllr E Poskitt

Cllr L Burnham
Cllr P Jay
Cllr S Parnes
Cllr S Rasch

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, Cllr I Hudspeth, fourteen member of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

The Deputy Mayor opened the meeting and explained that due to the Mayor declaring a pecuniary interest as he worked in the hospitality sector she would be chairing the meeting.

WTC68/20 APOLOGIES FOR ABSENCE:

Cllrs P Redpath and T Redpath.

WTC69/20 DISCLOSURES OF INTEREST:

No disclosures of interest were received.

WTC70/20 PUBLIC PARTICIPATION SESSION:

The following residents addressed the Council on **Agenda item 7 Prospective road closure and al fresco drinking and dining in the centre of Woodstock.**

Dennis Allen, Chair of Wake Up To Woodstock addressed the Council and posed the question whether the temporary closure of the roads was a Good Idea or Bad Idea? He acknowledged the lack of public consultation which had been due to time constraints and spoke in support of the proposal as a trial to help keep local businesses open.

Emily Repp a town centre resident addressed the Council and expressed her objections to the proposal stating that the lack of transparency and consultation was disturbing and undemocratic. She drew attention to the town centre being predominately residential with a significant proportion of elderly residents and stated that as the pandemic had not gone away the influx of people coming into the centre could pose a risk to residents. Emily also alluded to anti-social behaviour that had been witnessed in the town centre recently.

Gregory Trotman a town centre resident addressed the Council and raised his concerns with the proposed road closures. He said that the town needed a plan that consulted with businesses and residents, considered businesses, residents and tourists alike, established accountability, had a clearly understood set of aims that can be measured as successful or otherwise after a trial period and balances the desires of businesses with the safety and quality of life of the local population. He would support a balanced well thought out approach which benefits everyone and mitigates risk but said that the road closure was not it.

Gian Lucio Montanino the owner of La Galleria restaurant and town centre resident addressed the Council and expressed his concerns and objections to the proposal. He was particularly worried

able being able to access his vehicle as he has a one year old child and needs to be able to park his vehicle in close proximity to his home. Gian Lucio also referred to the anti-social behavior being experienced in the vicinity of his residence and the risks of the virus being spread if more people were coming into the town centre to drink and eat.

Themis Avraamides town centre resident addressed the Council and raised his concerns that the proposal should address the community as a whole not just one segment of one sector. He also referred to the fact that there had been no consultation, no coherent response to the many objections raised to the proposal and that the Mayor had also communicated in an email that the road closure idea was a bad one and had promised to stop it. He said that the proposal should be rejected by Woodstock Town Council and any future proposal should be subject to proper due process and consultation.

WTC71/20 COMMUNICATIONS:

There were no communications.

WTC72/20 QUESTIONS

No questions had been received.

WTC73/20 MOTIONS PRESENTED TO THE COUNCIL:

Cllr P Jay read out his motion which had been seconded by Cllr S Rasch:-

The council considers that:-

1. *the proposed road closures pose an undue risk to the health, safety, environment and quality of life of Woodstock and its residents;*
2. *the proposed use of the town centre, without effective crowd control, prior consultation or proper risk assessment is reckless and dangerous, especially when the pandemic is still uncontrolled in the midlands from which large crowds might be drawn; and*
3. *before any trials go ahead, the town should gather and share with the Highways Authority a full statement of the objections voiced by residents to the scheme.*

Cllr J Cooper asked for it to be put on record that he thought that some of the comments made about CClr I Hudspeth were unfair on him. He also asked for a ruling from the Deputy Mayor on Standing Order 11a and stated that as there was no report for agenda item and unless two thirds of the Council request for item to process the debate should end now.

The Deputy Mayor said that this was a very important issue and ruled to continue the debate and would if necessary suggest Standing Orders are suspended to allow the item to be discussed.

Cllr S Parnes stated that under emergency considerations an item can be declared open for debate under urgency at the discretion of the Chair.

The debate continued

WTC74/20 PROSPECTIVE ROAD CLOSURES AND AL-FRESCO DRINKING AND DINING IN THE CENTRE OF WOODSTOCK:

Cllr E Poskitt said that too many people were trying to 'shoot the messenger' rather than the message and do not really get the urgency of the current situation and the matter has not been

introduced in the way they think proper but in her mind they have had a month at least to think about it. She also questioned the motion and stated it was largely based on presumption. Cllr E Poskitt questioned whether those residents making a fuss about the proposal make as much fuss when the roads are closed for events such as the Fair and Woodstock Live.

Cllr S Parnes said that he had originally supported the progression and exploration of the concept in principle and he still thinks there is scope for exploring it but since the idea was first presented to the Town Council numerous concerns have been conveyed and the vast majority have not been addressed. He would like to support it if those concerns are addressed. He also drew attention to the changes to the pavement licensing rules that will allow use of the pavements for up to a year. He finished by expressing his disappointment that local authority are not leading by example and opening the Library, the Museum and it's café.

Cllr E Poskitt clarified that the Library and Museum cannot open at present as it is unable to meet the guidelines. She also stated that the whole point of the proposal to close the road was due to the fact that most of the pavements in Woodstock not being wide enough to have a significant dining area on them.

Cllr L Burnham said that main driver for the proposal was to support the local businesses and the Council need to consider how urgent the need is for such support. He felt that businesses have suffered terribly over the past few months and they are asking for some support and if there is a lifeline that can be thrown to them then his inclination is to support them. He said that he would be supportive of a trial for one weekend and seeing how that goes.

Cllr U Parkinson suggested trailing the proposal during the month of August and only on a Saturday evening as a compromise.

The Deputy Mayor expressed her disappointment that Woodstock Town Council had been left in the dark and not told early enough by Cllr I Hudspeth and the three Councillors who were part of the group about the proposal. She said that she really believed that if the Council were involved from the beginning they could have helped with the consultation and other areas of the proposal. The Deputy Mayor asked Cllr I Hudspeth whether in hindsight he would say that he had not carried this out correctly as 8 out of 11 Councillors were unaware of The Town Centre Group until the meeting of 9th June and now they had been threatened with legal action through no fault of their own and that he owed WTC an apology

Cllr I Hudspeth apologised that the Deputy Mayor felt that Woodstock Town Council had been left out of the loop and said that after the government announced some funding that was an opportunity for the County Council to help, he had initially drawn a small group together to see if they had any ideas so a proposal could be put forward. The notes from the meetings on 29 May and 5 June show that this was not 'fait accompli'. The ideas were drawn together from the two meetings of the group and presented to the Town Council at the earliest opportunity. He felt there had been a big misconception and if the road is closed off that allows people to keep a safe distance. The proposal was to enable the businesses to increase their capacity by using the outdoor space whilst allowing their customers to maintain safe social distancing. Cllr I Hudspeth stated that he had been as open and transparent as possible and had answered as many emails as he could to respond to queries raised and he had also drawn up some FAQ's to try and alleviate concerns.

The Deputy Mayor stated she had not heard an apology to the Council and that according to the minutes of the Town Centre Group of 29th May 2020 it was recorded 'to ensure there is support from the Town Council' and yet this was not presented until the 9th June which in turn placed the Council in a very difficult position and caused great concern among town centre residents.

Cllr Hudspeth directed his apology to the Council.

The Deputy Mayor thanked him.

Cllr I Hudspeth acknowledge that of the two concepts within the proposal to have a one way system would not have been viable as it would have resulted in the loss of too many parking spaces. He stated that the consultation had actually been happening as no decision had been taken and residents' views were being listened to. He also clarified that the proposal would comply with the WODC licensing regulations and OCC highways regulations and that people have to take responsibility for social-distancing themselves. He felt that Woodstock should be able to have an alfresco style dining and café culture in the town which will support the local businesses. Cllr I Hudspeth said that he wanted to work together to develop a really good plan so that the businesses and residents in Woodstock can have a really good summer with alfresco style dining.

Cllr J Cooper pointed out that this is a joint venture with the Town Mayor who was involved in this since day one.

Cllr S Parnes stated that the County Council stated that the Libraries in Oxfordshire will be opening from mid-July but Woodstock Library will remain closed indefinitely, so if our town is so cramped and condensed that it is risk for them then maybe others should heed the warnings. Cllr S Parnes also recommended that everyone Google Israeli Health Minister' and read a very interesting report that was published earlier in the evening where she resigned because of their governments advice not being heeded and the second wave spikes catching up with the country.

Cllr P Jay summed up by saying that this is a very important issue, it has divided our community quite seriously and there are a lot of people that he acknowledged who have strong opinions the other way. He then read the motion out in full:-

1. *the proposed road closures pose an undue risk to the health, safety, environment and quality of life of Woodstock and its residents;*
2. *the proposed use of the town centre, without effective crowd control, prior consultation or proper risk assessment is reckless and dangerous, especially when the pandemic is still uncontrolled in the midlands from which large crowds might be drawn; and*
3. *before any trials go ahead, the town should gather and share with the Highways Authority a full statement of the objections voiced by residents to the scheme.*

The Deputy Mayor called for a vote which Cllr S Parnes had requested earlier in the meeting be a named vote.

VOTE:	For:	5	Cllrs A Grant, P Jay, , U Parkinson, S Parnes & S Rasch
	Against:		Cllrs L Burnham, J Cooper & E Poskitt

RESOLVED: The motion was carried.

The meeting closed at 8.47pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 14th JULY 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)

Cllr L Burnham

Cllr P Jay

Cllr U Parkinson

Cllr P Redpath

Cllr A Grant (Deputy Mayor)

Cllr J Cooper

Cllr S Parnes

Cllr E Poskitt

Cllr T Redpath

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, nine members of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

Prior to the start of the meeting, The Mayor stated agenda items 4 (iii), 6 (i), 24 (ii), 25 (iii), 26, & 28 would not be discussed as the papers were received late and therefore Councillors had not had sufficient time to read them. Agenda item 25(iv) would not be discussed as there were already sufficient garden waste licences for the bins at the Community Centre.

Cllr E Poskitt apologised that the paper for agenda item 28 was submitted late and asked The Mayor whether it would be possible to invite Low Carbon Hub to give a presentation at the September meeting. The Mayor agreed to this request.

The Mayor approved that the draft minutes of the Extraordinary Meeting of the Town Council held on Tuesday 7th July 2020 be published on the Council's website.

WTC75/20 APOLOGIES FOR ABSENCE:

Cllr S Rasch.

WTC76/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 11 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr E Poskitt

Item 11 Planning: Personal interest as she is a member of WODC.

WTC77/20 PUBLIC PARTICIPATION SESSION:

None.

WTC78/20 MINUTES OF THE MAY TOWN COUNCIL MEETING HELD ON TUESDAY 12^H MAY 2020, THE JUNE TOWN COUNCIL MEETING HELD ON TUESDAY 9th JUNE 2020 AND THE EXTRAORDINARY JULY MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 7th JULY 2020:

Cllr E Poskitt proposed that the Council **resolved** that the minutes of the Town Council meeting held on Tuesday 12th May 2020 were a true record of the meeting with the inclusion of the updated Budget Carry Forward minute shown below which was seconded by Cllr A Grant:-

WTC23/20 BUDGET CARRY FORWARDS: The Council resolved to carry forward unspent planned Budgetary expenditure from the 2019/20 Budget for specific areas and projects as recommended by the RFO in her Budget Carry Forward report, with the exception of the £2,000 allocated for Lawn

Cemetery Handrails which is to be reallocated to COVID-19 Support For Local Voluntary Help Groups. As proposed by Cllr M Parkinson and seconded by Cllr T Redpath the Council also resolved that £663 from the Civic Budget should be requested as a carry forward to the 2020/21 budget and £200 transferred to the ex -Mayor’s Charity, Woodstock Youth Club and £463 transferred into the Lawn Cemetery Handrail budget. As per the table shown below:-

VOTE: For: 10 Against: 1 Abstaining: 0

	2019/20		2020/21	
	Budget	Expenditure	Suggested Carry Forward	2020/21 Budget
	£	£	£	£
Town Pictorial Maps + Community Plan + Feasibility study	5,500	0	5,500	0
Lawn Cemetery – Extension	5,000	0	5,000	5,000
Millstream bank repairs	5,000	0	5,000	0
Water meadows maintenance	38,000	25,199	5,000	10,500
Lawn Cemetery -handrails	2,000	0	463	0
Civic (put towards ex -Mayor Charity)	3,600	2297	200	
COVID	00	0	0	Addition to budget £2,000
Computer & Projection facilities	1,000	0	1,000	0
New Boiler	15,000	0	10,000	0
			32,163	£2,000
TOTAL				£34,163

A vote was taken.

VOTE: For: 8 Against: 01 Abstaining: 2

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 9th June 2020 were a true record of the meeting with the following amendments:-

Page 16 **WTC43/20** paragraph 10, line 3, delete the word ‘of’ and the question marks from the sentence.

The minutes of the Extraordinary July Town Council meeting held on Tuesday 7th July were deferred until the next meeting due to being received late, though draft minute will be posted on the website as agreed by the Mayor earlier in the meeting.

WTC79/20 REPORT FROM THE TOWN CLERK:

The Council **approved** for the play areas to open from Wednesday 15th July and agreed the wording for the signs that would be displayed requesting users to adhere to the government guidelines and encourage them to use the equipment safely.

WTC80/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

Although the monthly Parish report from Cllr I Hudspeth was received by Council it was not discussed due to Cllr I Hudspeth's absence from the meeting.

The District Councillors' report was received by Council. Cllr S Parnes requested an update on the District Council's Consultation that was discussed at the last full cabinet meeting in relation to the SDP and other plans.

Cllr E Poskitt confirmed that the District Councillors had just received 300 pages of Cabinet papers and at a quick glance the only item of interest she could find was confirmation that the Parking report has been delayed yet again.

Cllr Parnes asked for clarification that if the consultation documents are circulated and the deadline for representation is during August how would the Council go about preparing a response as there is no Town Council meeting scheduled to be held in August?

Cllr E Poskitt replied that if the Council felt so moved then they will hold an Extraordinary Town Council meeting to formulate their response.

Cllr P Jay asked whether a representation had been made to the District Council about the delay in completing the Parking Report.

Cllr J Cooper confirmed that he had made a representation at approximately 5pm but not yet received a reply.

WTC81/20 COMMUNICATIONS:

The Mayor informed the Council of the following communications:-

He would like to thank Lisa Rowe, who is retiring from her position as Headteacher at Woodstock C of E Primary School. She has been a leading figure in education and nurture of Woodstock's new generations for many years. The Council agreed to his request for the Clerk to write a letter wishing Lisa all the best for her retirement and thanking her for all her work at Woodstock Primary School.

He was sad to announce the passing of Barbara Gray who was consort to former Mayor, Alan Gray.

WTC82/20 QUESTIONS:

No questions were presented to Council.

WTC83/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC84/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/01318/LBC Tatham House, 8 Oxford Street, Woodstock
Replacement of front doors to main entrance with new doors to match existing

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/01337/HHD 21 Green Lane, Woodstock

Alterations and erection of first floor front extension and insert rooflights over rear kitchen single storey roof.

RESOLVED: that WTC has no objection to this application.

WTC85/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2020:

- i) To approve the List of Payments for June 2020 totalling £26,300.44 – The Council **resolved** to approve the payments made in June 2020.

Cllr A Grant requested that it be minuted that the entry ‘Campaign to Protect Old Woodstock’ on page three of the list represented the SSE Resilient Communities Funding payment for Old Woodstock Helping Hands group as that group had asked for the money to be paid into that bank account rather than Old Woodstock Helping Hands having to opening a new bank account.

- ii) To approve the Bank Reconciliation for June 2020 – The Council **resolved** to approve the Bank Reconciliation for June 2020.

- iii) To receive and consider the Income and Expenditure statements for June 2020 – The Council **noted** the Income and Expenditure statements without query or comment.

WTC86/20 STEERING GROUP - WATER MEADOWS PATH:

Cllr T Redpath presented the report that she had been asked to produce on behalf of the Steering Group as a record of their meeting where they met to discuss a proposal received from Blenheim for a path across the watermeadows. As a result of their meeting the Steering Group made the following recommendation:-

WTC does not want any part of the Woodstock watermeadows used to facilitate a pathway through from the new Hill Rise development and agrees that the plan submitted by Blenheim Estate for a bridge across the Mill Stream (R. Glyme) into the watermeadows and associated path/cycleways through the meadows is unacceptable.

The watermeadows are wild and tranquil areas to be enjoyed by all residents, and the Council cannot support any urbanisation that will detract from their beauty.

If Blenheim is to develop in Old Woodstock, the Council does however acknowledge that a safe access from the new development into the town centre and Woodstock schools will need to be found and suggests that there are better options using land in the ownership of Blenheim estate both within the palace walls and through the meadows behind Hill Rise, crossing the R. Glyme upstream of Owen Mumford and connecting with Green Lane – enabling linkage with the new Banbury Road/Green Lane estate and beyond.

All pathway works to be funded by Blenheim Estate without recourse to s106 monies.

Cllr T Redpath also referred to a plan and map that she had produced which illustrated the potential for linkage of the two new estates (copy available upon request).

Cllr T Redpath informed the Council that Cllr P Jay had produced an alternative Steering Group report titled ‘Walkways From Old Woodstock’ which was not what was agreed at the meeting by the Steering Group .

Cllr P Jay provided a brief summary of slight differences within his report which included the reference to public safety on the highway being the responsibility of the public authority and that any walkway across the River Glyme must be complemented by a walkway through the Park (Blenheim) from Old Woodstock to the Town Centre via the Town Gate.

The Mayor called for a vote on the above recommendation from the Steering Group report.

Cllr S Parnes requested a named vote.

VOTE:	For:	9	(Cllrs A Grant, M Parkinson, T Redpath, P Redpath, U Parkinson, J Cooper, E Poskitt, L Burnham and S Parnes)
	Against:	1	(Cllr P Jay)
	Abstaining:	0	

RESOLVED: The motion was carried.

WTC87/20 UPDATE ON PLANNING POLICY ISSUES:

Cllr T Redpath summarised her report and advised that the Cherwell Development Watch Alliance (CDWA) were currently not in a position to start a full statutory challenge on the Oxford Local Plan. She felt that Woodstock Town Council might support them in principle for their plans going ahead but not necessarily by giving them financial support.

Cllr T Redpath believed that Woodstock Town Council may have to seek further representation if Blenheim do go ahead with challenging the Cherwell Local Plan. She confirmed that the Inspector's report on the Cherwell Local Plan was likely to be approved by Cherwell District Council late August.

She recommended that Woodstock Town Council do not support CDWA financially if they were to challenge the Cherwell Local Plan but would continue to offer them moral support.

The Council **resolved** to approve Cllr T Redpath's recommendation to continue to offer CDWA moral support but not necessarily financial support if they continue their challenge against the Cherwell Local Plan.

WTC88/20 BLACK LIVES MATTER:

The Council **resolved** to establish a working group consisting of four Councillors (The Mayor, Cllr E Poskitt, Cllr J Cooper and Cllr P Jay) who will meet and discuss how Woodstock could be more diverse and bring their suggestions back to the Council. Although happy to participate as part of the group the Mayor said that he would not be in a position to lead the group due to his work commitments.

WTC89/20 NALC NEW MODEL MEMBER CODE OF CONDUCT CONSULTATION:

The Council acknowledged the new model member code of conduct consultation but did not offer any comment on it.

WTC90/20 REVIEW OF CEMETERY FEES:

The Council **approved** the recommendation to increase the Cemetery fees as outlined within the report and that the new fees would apply from 1st September 2020.

Fee increase shown below-

	WTC current charge	WTC charges from 1 st Sept 2020	Difference
Purchase of Exclusive Right			
Purchase of Exclusive Right of Burial (ERB) in earthen graves	£300	£315	£15
ERB - Period of lease	75 years	75 years	
Purchase of ERB for child 12 & under	No fee	no fee	
Purchase of ERB for interment of cremated remains	£120	£125.00	£5
Interment Fees			
Interment of the body of a person whose age at the time of death did not exceed 12 years.	No fee	no fee	
Interment of the body of a person whose age at the time of death exceeded 12 years.	£245	£260	£15
Interment of child ashes	No fee	no fee	
Interment of ashes	£115	£120	£5
Memorial Stones			
Erection of memorial headstone	£130	£140.00	£10
Fee for each additional inscription	£60	£65.00	£5
Searches			
Family history search	£20	£25	£5
Cancellation/amendment admin fee for reserved plots	£40	£45	£5
Fees to non residents for Interments & ERBs	Double	Double	

WTC91/20 TO SEEK APPROVAL OF THE SECRETARY OF STATE FOR HOUSING, COMMUNITIES AND LOCAL GOVERNMENT TO APPLY FOR A PWLB LOAN OF £45,000 OVER THE BORROWING TERM OF 10 YEARS FOR EXTENSION OF THE LAWN CEMETERY IN WOODSTOCK, AT FIXED INTEREST, REPAYABLE IN EQUAL HALF-YEARLY INSTALMENTS:

Cllr Jay presented the paper, stating that the Council needed to progress with the Cemetery extension as it was their duty to ensure the appropriate facility was in place for future burials.

Cllr Cooper stated that he felt this issue had gone on long enough and should be moved on immediately.

Cllr A Grant proposed that the Council agree the recommendations below which was seconded by Cllr P Jay:-

Recommendations:

1. That the Council agrees to go formally out to tender to the three companies that supplied the lowest initial quotes.
2. That the Council resolves to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £45,000 over the borrowing term of 10 years at fixed interest and equalised half-yearly repayments for the Lawn Cemetery extension.

3. No increase in the tax precept for the purpose of the loan repayments is required or intended.

Cllr T Redpath said that although the required consultation had been ongoing she felt that it would not do any harm to post a public consultation notice on the Council website and on the town noticeboards to outline the proposal and give a deadline for comment.

The Mayor proposed an amendment to recommendations and proposed the inclusion of a fourth recommendation as shown below:-

4. Public consultation notices to be posted on the Town Council website and on the noticeboards with a reasonable timeframe for members of the public to comment.

Cllrs P Jay and A Grant both agreed to the amendment.

Cllr Parnes although not against this process questioned the legal commitment before going out to tender and mentioned the use of the 'Contract Finder Website' for seeking companies to quote.

Cllr Grant replied that this website was actually to vet the stability of companies before any decision was made.

A vote was taken.

VOTE: For: 9 Against: 1 Abstaining: 0

RESOLVED: The Council voted in favour of the four recommendations.

WTC92/20 REVIEW OF TOWN HALL & COMMUNITY CENTRE BOOKING FEES:

The Council **agreed** for the current hire charges for the Town Hall and Community Centre to be left unchanged for 2020/21, with a review to be taken in July 2021.

WTC93/20 REOPENING THE TOWN HALL AND COMMUNITY CENTRE FOR BOOKINGS:

The Clerk provided a brief summary of the work being undertaken by herself, the Administrative Assistant, the CMfP and the Caretaker to enable both venues to meet the government guidelines and requirements from Council's insurers and reopen for bookings as soon as possible.

Council were asked to approve the following recommendations:-

- *That Council support the proposal for working towards the Town Hall and Community Centre re-opening*
- *The Clerk to use her delegated power as set out in Standing Orders to authorise the purchase of the necessary equipment required to enable the reopening of the Council's venues*
- *Any extra hours needed for the Caretaker and Deputy Caretaker to be overseen by the Clerk*

RESOLVED: The Council voted unanimously to approve the recommendations.

WTC94/20 HOLDING COUNCIL MEETINGS BY VIRTUAL MEANS:

Cllr A Grant proposed the following motion which was seconded by Cllr T Redpath:-

1. *WTC agrees to the advice given by NALC and will continue their meeting by virtual means using Zoom until further notice whilst taking notice of the following from NALC bulletin of 29th June 2020*

NALC will be updating its guidance on remote meetings early next week to include information on how to approach 'hybrid meetings' (where some people attend in person and others join remotely) effectively and safely.

2. *Once this information is forthcoming the Clerk will look into the provision of such equipment that will be necessary to hold so called Hybrid meetings and report back for agreement should the Council wish to change to this form of meeting.*

RESOLVED: The Council voted unanimously in favour and the motion was carried.

WTC95/20 PARISH AND TOWN COUNCIL £200 DEFIBRILLATOR GRANT:

Old Woodstock was suggested as a potential site for another defibrillator and Cllr J Cooper proposed that it could be located by the bus stop at Hill Rise as there is a power source at the site.

The Mayor proposed the following motion which was seconded by Cllr U Parkinson:-

the Clerk refers back to the charity and investigates the questions raised with them and the Council agree in principle to accept the £200 grant if applicable.

RESOLVED: The Council voted unanimously in favour and the motion was carried.

WTC96/20 OXFORDSHIRE COUNTY COUNCIL BIKE RACK FUND:

Cllr A Grant informed Council she had received an email from Will Hayes, Graduate Planner at WODC advising that funding is available for additional cycle racks and Woodstock had been highlighted by OCC as an area that requires improved cycling infrastructure.

The Mayor had received feedback that the provision of cycle racks to the side of the Town Hall was inadequate and suggested more racks being installed at that location.

Cllr E Poskitt suggested having more racks at the bus stop opposite the Hensington Gate.

The Mayor proposed the following motion which was seconded by Cllr J Cooper:-

the Council take up the offer and look into adding cycle racks to the areas that the Mayor and Cllr E Poskitt had identified.

A vote was taken.

VOTE: For: 9 Against: 0 Abstaining: 1

RESOLVED: The motion was carried.

WTC97/20 WTC WEBSITE PROPOSAL:

Cllr L Burnham provided Council with a brief overview of his report before proposing the following motion which was seconded by Cllr Grant:-

- a) *WTC agrees to implement a new, compliant website as soon as possible at an initial set-up cost of £599 (non VAT) plus £300 per annum for ongoing hosting, maintenance and support.*
- b) *WTC agrees to the Website Working Group together with the Clerk and Administration Assistant to progress the setting up of a new website in compliance with WCAG2.1 standards, GDPR, Accessibility statement supported by a Town / Parish Council website specialist.*
- c) *WTC agrees that the Administration Assistant shall be allocated up to a maximum of an additional 20 hours payable work during the month of August, to be dedicated to the implementation of the new website. It is anticipated that this would be spread over 4 weeks, at the rate of an additional 5 hours per week*

Cllr P Jay requested that the new website be 'searchable' particularly with regard to Council minutes.

Cllr L Burnham said that there is a search and retrieve facility and he agreed to test that it would meet the requirement that Cllr P Jay had specified.

Cllr Parnes commented about the advertising that appears on the present website when using the search facility. Woodstock Town Council did not seem to have any control over and Cllr S Parnes said he hoped that this would not be the case with the new website.

RESOLVED: The Council voted unanimously in favour of Cllr L Burham's motion.

WTC98/20 APPLICATION TO ADDRESS PHASE 2 - WOODSTOCK EAST:

Cllr S Parnes suggested that the Council clarify with WODC that the development has now been named 'Park View' and 'land East of Woodstock' and enquire as to why they are still referring to it as 'Woodstock East'.

Cllr S Parnes proposed the following motion

the Council go back and ask that they have chosen from one of the categories they consider actually for the other categories of names as it would be more representative of the preferences of the Community.

The Mayor asked if there was a seconder for the motion. No Councillor seconded the motion and it fell.

Cllr E Poskitt suggested removal of the 's' on the end of past shopkeepers' names so they read as they were spelt.

Cllr T Redpath agreed with Cllr E Poskitt's suggestion.

The Mayor asked Councillors if they agreed with the proposed names for the streets within Phase 2 of the development shown below:-

- Wheeler – Antique Shop
- Carter – Antique Shop
- Castle – Sweet/ Toy Shop
- Strong & Morris – An Outfitters

RESOLVED: The Council voted unanimously to approve the proposed street names.

WTC99/20 ENVIRONMENT:

Cllr P Redpath provided some background on the history of the water meadows and that the Glyme Close properties that were built on meadow 7 which was a landfill site.

Cllrs P Redpath proposed the following motion which was seconded by Cllr L Burnham:-

In deciding upon the next steps, it is recommended that WTC:

- Appoint a surveyor to formally plot the Land Registry boundary of the watermeadows with the gardens of Glyme Close, and confirm any encroachment that has taken place.*
- Where any encroachment is confirmed, take further legal advice (in the first instance from NALC) as to the most appropriate course of action required to remedy the situation including the removal of construction e.g. path/walls.*
- Write another letter to each of houses no 5-8 Glyme Close reaffirming their need to check their boundaries and warning them against any activity resulting in encroachment. Letter to be sent to NALC prior to sending to ensure that all aspects are covered*
- Takes into account the NALC solicitor comment on moving the fence to the actual boundary which will confirm the Town Council's ownership of the land.*

A vote was taken on the recommendations,

VOTE: For: 9 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

The Council **resolved** to accept the quote of £890 plus mileage and accommodation costs if necessary received from ROSPA to complete the annual inspection of the water meadows.

The request from Woodstock in Bloom for an additional garden waste licence to be purchase was not discussed as there are already sufficient garden waste licences for the bins at the Community Centre. The Clerk would pass the information back to Woodstock in Bloom via Dr Robert Edwards.

WTC100/20 OALC AUTUMN TRAINING:

Councillors acknowledged the provision of online training being offered by OALC but did not show any interest in attending any of the sessions.

WTC101/20 WTC PROPERTY PORTFOLIO:

The Council **agreed** to defer the item as part of the report needed to be discussed in confidential session and rules for virtual Council meetings did not allow a public meeting to continue in confidential session.

Cllr A Grant suggested the meeting scheduled to be held on 1st September should start at 7pm to accommodate the item being discussed in a confidential meeting prior to the main monthly meeting at 7.30pm which the public would be able to join.

The Council unanimously agreed to this suggestion.

WTC102/20 FREETH INVOICE:

The two invoices for £648 plus VAT (document number: 90377483) for the period up to 31 May 2020 and £504 plus VAT (document number 90381782) for the period up to 30 June 2020 relating to the lease of 6 Park Street were **approved** by the Council for payment.

WTC103/20 DAMAGED SIGN IN HARRISONS LANE:

Cllr T Redpath questioned why the damaged sign needed to be replaced with an expensive cast iron sign rather than the cheaper sign for which WODC would cover the cost. After some discussion Cllr P Redpath proposed the following motion which was seconded by The Mayor:-

the Council order the £60 sign rather than the more expensive cast iron sign

A vote was taken.

VOTE: For: 7 Against: 1 Abstaining: 2

RESOLVED: The motion was carried.

The meeting closed at 9.31pm

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 4th AUGUST 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton, Will Barton, Business Development Officer, West Oxfordshire District Council, sixteen members of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

Prior to the start of the meeting, The Mayor responded to the question raised regarding him leading the meeting due to having a pecuniary interest relating to Agenda Item 8. The Mayor stated that he worked as a Chef at The Star, one of the pubs in the town centre, he did not own the business, nor did he have any financial interest in it. As no items on the agenda specifically identified his place of work nor did they directly involve it he intended to Chair the whole meeting.

WTC104/20 APOLOGIES FOR ABSENCE:

None received.

WTC105/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 7 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr E Poskitt

Item 7 Planning: Personal interest as she is a member of WODC.

The Mayor requested the agreement of all Councillors' that agenda items 8 and 9 were moved forward to follow the Public Participation Session.

Councillors' agreed unanimously to the Mayor's request.

WTC106/20 PUBLIC PARTICIPATION SESSION:

The following members of the public addressed the Council in relation to agenda item 8 - Proposals to improve pedestrian safety in Woodstock:-

John Bleakley spoke as a resident of Woodstock and on behalf of a number of residents and a number of business owners expressing concerns that the WODC proposal was vague and stated that the Business Developer responsible for producing it had shown no regards for the local town residents. He raised the issue of parking in the town centre, anti-social behaviour, speeding cars in the town and the lack of social distancing. John concluded by suggesting that a one way system was a good idea with additional parking coupled with parking facilities for residents but stated that the anti-social behaviour must be addressed before moving forward with the proposal which should include public consultation where residents health and wellbeing are taken into account.

Jonathan Cooper-Bagnall spoke in support of making the town centre pavements wider and the implementation of the one way system. He referred to businesses and government being agile by responding and adapting to situations as they arise, confirming that many towns had been trying out temporary schemes to cope with the impact of COVID-19 and making changes to them from feedback gathered after they had been implemented. Jonathan said that as far as he was aware there had been no reported accidents in the town centre to date but stated that with so many pedestrians stepping into the road whilst trying to maintain social distancing, this was an accident waiting to happen. He finished by asking that the safety concerns are at the heart of any decision.

Themis Avraamides expressed his concern that the WODC proposal was similar to the previous proposal that the Council voted against at the Extraordinary meeting held on 7th July. He referred to the lack of public consultation and highlighted the extreme and anti-social behaviour that is sadly a feature in the town centre late in the evenings and every weekend. He said that it had created a very dangerous and unpleasant environment for everyone, stating that locals were not going out to the local pubs and restaurants because they were too intimidated and visitors leaving in disgust probably never to return again. Themis indicated that it was not just a Police matter but a Council matter and the anti-social behaviour needed to be stamped out. He stated that one way system needed proper consultation, the existing anti-social behaviour necessitates withholding pavement licences from the irresponsible pubs and also felt that there was not sufficient need for widening the pavements as many of the businesses were not that busy. Themis also referred to the loss of parking spaces within the town centre and his concerns relating to the additional parking spaces proposed in Hensington Road. He concluded by suggesting that the Council should reject the proposals which were likely to exacerbate the situation at a time of increased risk.

Jo Lamb spoke in support of the one way system but with suggested compromises. She said that the value of the scheme was that each component could be considered separately. Jo stated that there were three aspects to consider:

Safety

Jo suggested that widening pavements would result in more space which would permit greater social distancing and that the one way system would make traffic flow within Woodstock less confusing and safer. Jo stated that traffic experts had advised that it was possible to do this in such a way as to prevent current speedsters and to encourage a 20mph speed limit.

Economy

Jo said that since lockdown, most businesses have been trading at a substantial loss. With further job losses and shop closures likely, there is an urgent need to do everything possible to regenerate our economy. She suggested wider pavements, socially distanced seating and pavement licences would provide a safer and regenerative economic benefit for the town. Jo referred to the current and continuing late night social abuse by drug pushers and heavy drinkers as being a police matter and said that it should remain so.

Residents

Jo said that a resident parking permit scheme was desperately needed and urged that where the proposal suggested the loss of the longer timed (3 hour) bays these be replaced by changing the timing of some of the 1 hour bays. Although she welcomed the trial parking in Hensington Road she felt that it did not help residents needing to park safely near their homes, stating that the needs of residents must be balanced with the needs of business and the community must all help one another.

Anthony Glees said that he had three points to make in asking the Council to oppose the proposals. He said that everyone should be doing all they can to stop any further spikes in infection rate and to ensure that the risk of a big surge in the autumn is kept as low as possible. The proposal would enable large numbers of young people to come into Woodstock which would increase the risk to elderly and vulnerable residents. He said that the proposal gives preferential treatment to

hospitality sector businesses in Woodstock. From his experience of other places including Summertown, Anthony felt that one way systems speed up traffic rather than slow it down.

Dennis Allen spoke in his capacity as Chair of Wake Up To Woodstock (WUTW) and said he hoped that everyone could work together for the good of Woodstock and essentially the businesses within the town. Dennis said that now should be a time to all work together and referred to the proposal being in draft form and not set in stone. Wake Up To Woodstock was set up about 15 years ago to attract people to the town so as to give the shops, hospitality businesses and galleries security and to help keep the town centre vibrant. He said WUTW have never been so busy. They had 54 members at the start of the year but numbers have been steadily growing through lockdown and they now have 93 members. Free membership had been extended to all businesses in the town. Dennis advised that during the last long recession eight local businesses closed down and it took a long time for the businesses that survived to recover. He stated that the one way system and parking report from WODC were desperately needed. He also confirmed that WUTW takes an interest in the town safety and he had recently attended a Pub Watch meeting at which the representatives from the Police committed to writing a report to show how they will start to make a difference in Woodstock and get it back to the way it used to be. Dennis hoped that the Council considers the comments of the people who took the trouble to write in and said that the temporary trial of a one way system would be a great opportunity to see how well it could work.

WTC107/20 PROPOSALS TO IMPROVE PEDESTRIAN SAFETY IN WOODSTOCK:

Will Barton, Business Development Officer, West Oxfordshire District Council thanked everyone for their constructive comments. He explained that WODC were trying to be as previously indicated 'agile' and responsive, by doing things that will help the town to function well. Will stated that the number one priority was the safety of residents and visitors. He also said that it was important for Woodstock as a working town to come out of lockdown economically active and to regain some of the vibrancy that it had previously. The proposal was aimed at customers drinking coffee or having breakfast in the mornings, eating lunch and dinner during the daytime and evenings and he did not think the proposal would cause an increase in anti-social behaviour as had been mentioned by speakers earlier in the meeting.

Will confirmed that WODC were not trying to give preferential treatment to any businesses. He stated that the hospitality sector was a really important part of Woodstock. Due to the businesses within the sector not being able to have the same amount of covers inside their premises as before lockdown the proposal would allow them to use the space outside to increase their cover area during the summer and enable them to remain viable. He also said that the proposals will give the opportunity for more control to come in through the pavement licences.

Will advised that measure 1 on the proposals was really important and WODC had already applied for a Temporary Traffic Regulation Order (TTRO) to remove three parking spaces outside of Hampers to create a safe space for pedestrians as this was deemed a pedestrian pinch point. He advised that the other measures except number 7 had also been proposed to create safe spaces outside perceived pinch points and if those businesses wanted to apply for pavement licences the space would already be there and applications would be considered on merit. Will finished by saying that measure 7 had the potential to act as further traffic calming on Hensington Road. He added that his attendance at the meeting was forming part of the consultation process.

The Mayor confirmed that he wanted to take the proposal in two parts. The first part will include measures 1 - 6 surrounding the Town Centre and part two will be measure 7 relating to Hensington Road.

Will Barton was asked by Cllr P Jay to confirm that if the Council rejected the proposals they would not go ahead.

Will Barton advised that the District Council could implement the proposals whatever the Town Council say but they would like to work with the Town Council and have a consensus. If the Town Council rejected everything then ultimately it is a political decision for the District Council to make.

Will Barton was asked by Cllr T Redpath to clarify that the only reason for the proposal of the one way system is to facilitate extra space for Brothertons Brasserie.

Will Barton confirmed that it would be very hard to create space for Brothertons without putting the one way system in place. He advised that the one way system had been suggested anyway and WODC are interested to hear WTC's views on it.

Cllr T Redpath stated that her understanding was that the proposals had been brought in by the government specifically in order to support the hospitality sector but she felt the one way system did not connect with the pavement licences and therefore, although it has been suggested she did not think now was the right time to try it.

Cllr T Redpath suggested that if measure 2 relating to Brothertons was removed from the proposal then effectively it also removed the requirement for a one way system.

Will Barton responded that the COVID-19 Town Centre adaptations was not just about pavement space it is about managing Town Centres in a safe way and there is a view that controlling the traffic in that way is better for the Town Centre.

Cllr A Grant expressed concern surrounding the lack of consultation with both residents and retail businesses in the town and said that there should be a licensing officer regularly checking pavement licences that have been issued and a greater police presence to curb the anti-social behaviour. She also raised the issue of whether the paths would also have a one way walking system to accommodate social distancing.

Cllr L Burnham asked Will Barton to clarify whether that if no pavement licences were granted, the one way system could still go ahead?

Will Barton agreed that was the case.

Cllr L Burham asked that if only one business applied for a pavement licence that appropriate space would have to be provided for them and in making that provision would be best achieved by implementing a one way system?

Will Barton advised that Brotherton's would be the only business dependent on the one way system.

Cllr L Burnham asked if buses and coaches would be precluded from the Town Centre if the one way system was implemented?

Will Barton advised that he could not answer that question as it would be an issue for the OCC Highways Team to work on.

Cllr L Burnham asked if Woodstock Town Council approved the recommendations would the proposal be implemented quickly.

Will Barton confirmed that it would be implemented quickly and WODC would wish to work agilely and make changes if certain aspects were not working.

Cllr U Parkinson enquired whether a pedestrian one way system would be implemented?

Will Barton advised that it was not contained within the original proposal but if the Council felt it was a good idea WODC would look at it.

Cllr J Cooper thank Will Barton for attending the meeting whilst being on annual leave and expressed his support for the proposal.

Cllr E Poskitt asked whether a 20mph speed limit would be put in place through the one way system?

Will Barton advised that although not included on the paper his understanding was that speed restrictions took longer to implement but he said that it could be looked at as part of the proposal but it would have to be applied for separately.

Cllr E Poskitt said that the pedestrian one way system would only be appropriate to implement if the one way system was *not agreed* as it would remove that necessity for pedestrians to move out into the road to avoid someone walking towards them. She said it was important to create more space on the pavements particularly if the 'R' number were to increase.

Cllr S Parnes also thanked Will Barton for attending the meeting but expressed his deep disappointment at the lack of response from him to the email questions he had sent through that were not even acknowledged and no indication that he would be attending the meeting. He said that Woodstock Council members and residents deserved better and more respect. Cllr S Parnes expressed concerns that a TTRO had already been applied for without any consultation prior to the application being submitted. He also stated that there were already traffic calming measures in place on Hensington Road. Cllr S Parnes said that some businesses had already deployed tables on the pavements that leave generous space for passing already. He also referred to smog and pollution from vehicles driving through the Town Centre affecting outside diners.

Will Barton responded that the email was sent to him at 5.30pm the previous evening and as he was on annual leave Cllr S Parnes would have received his 'out of office' notification. He confirmed that WODC had tried to contact him to advise that the email had been received that was relevant to the meeting but he had not received it until he logged on just before the meeting. He apologised that he had not responded to the email but felt it was unfair to criticise given the circumstances. Will acknowledged that he had applied for the TTRO outside Hampers and it had been dealt with quicker than he had expected. He stated that no action had been taken by WODC on the TTRO as yet and confirmed that WODC wanted to have it in place and be able move quickly as when necessary.

The Mayor concluded by saying from his perspective he regularly walked along the path outside Brothertons and every day he had to walk in the road to keep socially distanced from other pedestrians. He reiterated that all the proposals were flexible. He also felt that the additional parking along Hensington Road would slow down the traffic as well as replace the lost parking spaces from within the Town Centre.

He then called for a vote to be taken on the two parts of the proposal.

Cllr T Redpath requested that measure 4 - creation of the one way system be dealt with separately as they are not interrelated.

The Mayor agreed to the request. He then asked Will Barton if the one way system affected the space outside The Crown.

Will advised that there would be other ways to manage the traffic outside The Crown as an alternative to the one way system but a portion of road would need to be taken as people are currently stepping into the road to keep socially distanced from customers standing outside the pub on the pavement.

Cllr T Redpath proposed the following motion which was seconded by Cllr P Redpath:-

that WTC remove consideration of the one way system

Cllr S Parnes requested a named vote.

VOTE:	For:	6	Cllrs S Rasch, U Parkinson, A Grant, T Redpath, P Redpath & S Parnes
	Against:	4	Cllrs J Cooper, P Jay, E Poskitt & M Parkinson

The Town Clerk advised that Cllr L Burnham must have lost internet connection as he was not participating in the meeting at the time of the vote being taken.

RESOLVED: The motion was carried.

The Mayor proposed the following motion:-

for a vote to taken on part one 'the town centre proposal - measures - 1, 2, 3, 5 & 6'.

There was no seconder and the motion fell.

The Mayor proposed the following motion which was seconded by Cllr J Cooper:-

for a vote to taken on part two 'Hensington Road - measure 7'.

Cllr S Parnes requested a named vote.

VOTE:	For:	3	Cllrs J Cooper, E Poskitt & M Parkinson
	Against:	7	Cllrs S Rasch, U Parkinson, A Grant, T Redpath, P Redpath S Parnes & P Jay,

RESOLVED: The motion fell.

The Mayor thanked Will Barton for attending the meeting.

WTC108/20 PAVEMENT LICENSING:

Cllr S Parnes gave a brief summary of his report and the recommendations contained within it:-

WTC should at this meeting consider (a) what arrangements it will put in place to best ensure all Town Councillors are aware of new applications; and (b) facilitate the Council's timely consideration of its actions and communications as Consultee to the applications, as well as in relation to breaches or issues arising during the uncertain times ahead. This applies to WTC's role in supporting or objecting to applications, proposing conditions, or reporting subsequent issues arising.

The Mayor proposed the following motion which was seconded by Cllr J Cooper:-

that WTC expand the remit of the Urgent Planning Committee to include the Pavement Licensing applications and to include Cllr S Parnes as a member of the committee.

Cllr A Grant suggested the following wording to be included with the motion

WTC agrees that on receipt of Pavement Licence requests the Clerk will immediately call an Urgent Planning Committee meeting giving the required three clear days statutory notice but can be held on any date and time thereafter to ensure response is possible within the timescale and email conclusion within the deadline.

A vote was taken on the original motion with the inclusion of the suggested wording.

VOTE: For: 9 Against: 0 Abstaining: 0

Cllr P Jay did not vote due to experiencing difficulties with his internet connection.

RESOLVED: The motion was carried.

Application For Pavement Licence - Darl-e And The Bear, 17 Market Street, Woodstock

Cllr S Parnes said that there were two issues with the application, stating one might be more substantial than the other. Firstly the application is listed as being for two reasons which did not seem to conform with the nature of the business itself. If that was because the intention is to sub-let the area to an adjacent business he said he was not sure that on the face of it the licence for serving the types of beverages that they are, is an inherent part of their business. More specifically he stated no site notice had displayed for the duration of the requisite period. Members of the public have therefore not been made aware of the application. He said that there was no choice but to reject the application if Council want to avoid improper notices being supported in the future.

Cllr E Poskitt did not think that the purpose for which the space was being used should be part of the discussion.

Cllr E Poskitt proposed the following motion which was seconded by Cllr J Cooper:-

that WTC support the application.

Cllrs P Jay and L Burnham rejoined the meeting at this point.

A vote was taken.

VOTE: For: 7 Against: 1 Abstaining: 2

RESOLVED: The motion was carried.

WTC109/20 MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 7th JULY 2020 AND THE TOWN COUNCIL MEETING HELD ON TUESDAY 14th JULY 2020:

Cllr E Poskitt proposed that the Council **resolved** that the minutes of the Town Council meeting held on Tuesday 7th July 2020 were a true record of the meeting with the inclusion of the amendments she had circulated earlier that day (shown below):-

- | | | |
|--------------|------------------|--|
| Page 32 | WTC70/20 | paragraph 1, first line add an 's' to change the word resident into the plural. |
| Page 32 & 33 | WTC70/20 | paragraphs 2 & 5 the title Mr was removed from before the names Dennis Allen and Gian Lucio Montanino. |
| Page 35 | WTC 74/20 | paragraph 3 line 4 amend position of apostrophe from resident's to residents' and amend the word 'too at the end of the sentence to read 'to'. |

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 14th July 2020 were a true record of the meeting with the following amendments:-

- | | | |
|---------|-----------------|--|
| Page 38 | WTC80/20 | paragraph 1 line 2, remove the words 'Cllr I Hudspeth's absence from the meeting' and replace with 'it being received late'. |
|---------|-----------------|--|

Cllr J Cooper acknowledged that Cllr I Hudspeth had not been very well recently and he felt that the Council should wish him a speedy recovery. It was agreed that the Mayor would write to Cllr I Hudspeth on behalf of the Council to wish him a speedy recovery.

- | | | |
|---------|------------------|--|
| Page 46 | WTC103/20 | line 3 remove the word 'she and replace with 'Cllr P Redpath'. |
|---------|------------------|--|

WTC110/20 QUESTIONS:

No questions were presented to Council.

WTC111/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC112/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/01710/S73 Woodstock House, Rectory Lane

Non compliance of condition 2 of Planning approval 19/01768/FUL to allow changes to dormers, the addition of rainwater pipes, an additional chimney and alterations to fenestration and stone columns.

RESOLVED: that WTC has no objection to this application but would like confirmation that the work being undertaken will not result in the loss of car parking spaces in Rectory Lane again if scaffolding is required for it to be completed.

Ref: APPLICATION NO: 20/01941/S73 Woodstock House, Rectory Lane

Non compliance of condition 2 of Planning approval 19/01769/LBC to allow internal and external changes. Alterations to include changes to floor layouts, dormers and creation of additional storage area within roof space, and external changes to allow the addition of rainwater pipes, an additional chimney and alterations to fenestration and stone columns.

RESOLVED: that WTC has no objection to this application but would like confirmation that the work being undertaken will not result in the loss of car parking spaces in Rectory Lane again if scaffolding is required for it to be completed.

WTC113/20 CO-OPTION TO CASUAL VACANCY IN OFFICE OF TOWN COUNCILLOR:

The Mayor confirmed that there were four co-option candidates and he advised that the co-option process would involve three rounds of voting.

In the first round of voting Councillors will be asked to vote for the candidate they thought best suited to the role. The candidate with the fewest votes would then be knocked out of the process.

In the second round of voting Councillors will again be asked to vote for the candidate they thought best suited to the role out of the three remaining candidates. The candidate with the fewest votes would then be knocked out of the process.

In the final round of voting Councillors will be asked to vote for the candidate they thought best suited to the role out of the two remaining candidates. The successful candidate will be the one with the most votes.

Councillors can only vote for one candidate in each round but have the option of abstaining in any or all rounds if they wish.

In the event of a tied vote the Chairman will have a second vote as to break the tie, the second vote may only be used in this event and only between the tied candidates. If at any point during the first two rounds a candidate gains 50% plus 1 vote (7 votes) they are automatically successful and the co-option process ceases. Councillors will vote by show of hands or verbal recognition if they cannot be seen for the candidate they chose when that candidate's name is read out by the Mayor. Any Councillor can request a named vote which does not affect the process. Signed ballots cannot be permitted as Councillors are not all present in the same room due to the meeting being held remotely.

Cllr S Parnes requested a named vote for all rounds of voting.

ROUND 1

Candidate		Councillors Voting For Candidate
Gareth Gwilt	-	Cllrs L Burnham, S Rasch, M Parkinson & E Poskitt
Phil Keeley	-	No votes
Caroline Priday	-	Cllrs J Cooper & P Jay
Emily White	-	Cllrs P Redpath, T Redpath, U Parkinson, S Parnes & A Grant

Phil Keeley received the fewest votes and was knocked out of the co-option process.

ROUND 2

Candidate		Councillors Voting For Candidate
Gareth Gwilt	-	Cllrs L Burnham, S Rasch, M Parkinson & E Poskitt
Caroline Priday	-	Cllrs J Cooper & P Jay
Emily White	-	Cllrs P Redpath, T Redpath, U Parkinson, S Parnes & A Grant

Caroline Priday received the fewest votes and was knocked out of the co-option process.

ROUND 3

Candidate		Councillors Voting For Candidate
Gareth Gwilt	-	Cllrs L Burnham, S Rasch, M Parkinson J Cooper & E Poskitt
Emily White	-	Cllrs P Redpath, T Redpath, U Parkinson, S Parnes, P Jay & A Grant

Emily White received the most votes and the Mayor declared her as the successful candidate and new Town Councillor.

Cllr E Poskitt requested that it be minuted that these were exceptional candidates and thanked them for applying. She said they were all very suitable and it was hoped that the unsuccessful candidates would apply again in the next round of elections.

WTC114/20 WODC CONSULTATION ON COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE AND DRAFT AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD):

Cllr S Parnes provided a brief overview of his paper and alerted Council to the fact that within the consultation document there was a reference to the Blenheim Approach which referred to multiple developments in Woodstock East.

Cllr S Parnes proposed the following motion which was seconded by Cllr T Redpath:-

that WTC query WODC as to:

- (a) clarification of meaning and essence of reference to “other sites for development at Woodstock East”;*
- (b) basis for formal reference to ‘Woodstock East’ in formal documents; and*
- (c) that WTC either consider a response to the two consultations and/or request extension of deadline to mid-September in to enable further consideration of any official response to the Consultations at the next Town Council meeting.*

Cllr T Redpath suggested that with Cllr S Parnes’ agreement WTC request an extension of the deadline. She said that as so many Councils did not meet in August she found it disingenuous of WODC to have consultation on quite a big issue with a closing date at the end of August.

Cllr S Parnes agreed to Cllr T Redpath’s suggestion.

Cllr J Cooper said that to him it was quite clear what the ‘Blenheim Approach’ is. It is an approach to try and increase the availability of affordable housing. He stated that he was quite surprised that Cllr S Parnes did not realise that Woodstock was the only Parish in the whole of West Oxfordshire that is getting any Community Infrastructure Levy. Cllr J Cooper felt that Council should be supporting this proposal from the District Council and reply accordingly.

Cllr E Poskitt suggested taking item C separately as she felt there was some justification in requesting an extension of the deadline but she could see no worth in spending time on the other two items.

Cllr P Redpath said he totally disagreed with Cllr E Poskitt and fully supported everything that Cllr S Parnes had put in his motion and congratulated him on his diligence.

The Mayor asked whether Cllr S Parnes would accept a vote on each part of the motion separately.

Cllr S Parnes did not agree for this and requested the motion as shown below be voted on:-

that WTC query WODC as to:

- (a) clarification of meaning and essence of reference to “other sites for development at Woodstock East”;*
- (b) basis for formal reference to ‘Woodstock East’ in formal documents; and*
- (c) that WTC request extension of deadline to mid-September in to enable further consideration of any official response to the Consultations at the next Town Council meeting.*

Cllr S Parnes requested a named vote.

VOTE:	For:	8	Cllrs A Grant, M Parkinson, T Redpath, P Redpath, Cllr P Jay, U Parkinson, L Burnham and S Parnes
	Against:	3	Cllrs M Parkinson, J Cooper & E Poskitt
	Abstaining:	0	

RESOLVED: The motion was carried.

WTC115/20 TROY PLANNING LIMITED INVOICE - LOCAL GREEN SPACE DESIGNATION SURVEY:

Cllr A Grant queried whether the invoice required the approval of Council as the money had been obtained through grant funding.

Council agreed unanimously that future invoices relating to the Local Green Spaces Neighbourhood Planning where the costs were being covered by grant funding could be authorised by the Clerk and processed by the Responsible Financial Officer.

Cllr E Poskitt suggested that it might be worth finding out whether a ‘Green’ Neighbourhood Plan would entitle the Council to 25% of CIL instead of 15%.

Cllr T Redpath informed Councillors that the Green Space Survey was ready to be printed and distributed to all households in Woodstock and the online survey was live.

The meeting closed at 9.40pm

**MINUTES OF THE CONFIDENTIAL SESSION OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 1st SEPTEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr E Poskitt
Cllr P Redpath
Cllr E White

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton

The Mayor asked each Councillor to confirm that they were alone in the room from which they were accessing the confidential session.

All Councillors replied they were alone in the room they were using for this confidential virtual meeting.

Cllr S Parnes asked for clarity of the context in which Council were presently meeting and whether advice had been taken on whether it was deemed lawful for the non-confidential session to be held.

The Clerk confirmed that advice had been received from the OALC Officer advising that if there were agenda items with pressing time scales then the non-confidential part of the agenda could proceed.

The Mayor felt that the concerns raised about legality related to the (non-confidential) part of the agenda. He has therefore decided that the non-confidential part of the agenda should be moved to the following week but the confidential part of the agenda should go ahead.

WTC116/20 APOLOGIES FOR ABSENCE:

None received.

WTC117/20 DISCLOSURES OF INTEREST:

There were no disclosures of interest.

WTC118/20 PROPERTY:

2 Park Street

The following motion carried over from the July Town Council meeting was proposed by Cllr J Cooper and seconded by Cllr M Parkinson:-

WTC agrees to offer a 5 year lease, accepting the £500 offered increase for the first 2 years taking the rent to £21,000 per annum with a rent review in October 2021.

VOTE: For: 12 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

The Property Agent asked Cllr A Grant to remind Council that they have a Property Agent to ensure that a healthy distance is kept between the Council and their tenants and that any contact from tenants should be guided back to the Property Agent.

6 Park Street

Council were asked to note that quotes were being obtained for the general repair work which had been caused as a result of recent heavy rainfall:-

2 Market Street (Flat)

Cllr A Grant reported that the Property Agent had found potential tenants (a couple) for the flat who would like to rent the flat for 12 months at the asking price. References were currently being sought with a view to them moving in as soon as possible upon receiving agreement from Council.

RESOLVED: The Council voted unanimously in favour of the flat being rented to the tenants on receipt of satisfactory references.

2 Market Street (Retail Unit)

Council were advised that there had been a lot of interest in the retail unit and the Property Agent had been conducting viewings and hoped to be in a position to recommend a prospective tenant soon.

4 Market Street

Cllr A Grant informed Council that the tenant of 4 Market Street had requested to move out of the flat but to continue to rent the retail unit.

In light of the request Cllr A Grant proposed the following motion which was seconded by Cllr T Redpath:-

WTC agrees to the property known as 4 Market Street to be changed

- a) into a separate self-contained flat and a separate lock up shop*
- b) at no cost to the council with all costs to be paid by the present tenant*
- c) to allow the present tenant to continue renting the lock up shop with rent review agreed*
- d) The Property Agent be instructed to move forward with letting the flat as soon as possible.*

VOTE: For: 12 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Community Centre

Council noted the feedback received from a tenant regarding the standard of cleaning carried out during lockdown. Cllr A Grant confirmed that the Caretaker only cleaned the toilets in the building during lockdown to avoid contact with the tenants.

Woodstock Bowls and Tennis Club

Council noted the slight rent increase.

2 Market Street

Cllr A Grant proposed that Council approve the invoice from Karl Moore Construction Ltd for the work carried out on 2 Market Street of £34,317.02 (inc VAT). This was seconded by Cllr M Parkinson:-

The invoice included:

£18,553.52 (ex VAT)	Initial cost quoted for the work required
£7,500 (ex VAT)	for the initial roof work.
£1042 (ex VAT)	for the repair of the cheeks of the dormer windows (agreed by Council at the June Meeting)
£924 (ex VAT)	for sound proofing between the bedrooms of 2 & 4 Market Street (agreed by Council at the June meeting)
£578 (ex VAT)	additional to original quote for unseen problems that were uncovered whilst the work was being completed.

A vote was taken.

VOTE: For: 11 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

Cllr J Cooper requested that his vote against the motion was formally recorded.

WTC119/20 LAWN CEMETERY EXTENSION GROUND WORK QUOTE:

As instructed in WTC91/20 the Clerk advised that she contacted the three companies that had supplied the lowest initial quotes back in April 2020 to request each company to submit an updated quote for consideration.

All companies were sent the specification previously supplied by Mark Cooper, MCA Landscape and instructed that the extension would be the same design as the original cemetery.

Council were asked to consider the quotes shown below and decide which quote to accept:-

Company A	-	£52,358 plus VAT
Company B	-	£47,812 plus VAT
Company C	-	£50,083 plus VAT

The Clerk reported that she had followed the recommendations from the decision made by Council at their July meeting as stated in the July meeting minute WTC91/20.

Cllr S Parnes said he would keep an open mind but was minded to vote against it and requested a named vote.

Cllr P Jay clarified that there would be no increase in the tax precept for the purpose of the loan repayments.

The Mayor called for Councillors to vote on the motion proposed by Cllr J Cooper which was seconded by Cllr E Poskitt.

that a vote be taken on the quotes.

VOTE: For: Cllrs A Grant, J Cooper, E Poskitt, P Jay, T Redpath,
P Redpath, L Burnham, U Parkinson & S Rasch

Against: Cllr S Parnes

Abstaining: Cllrs M Parkinson & E White

RESOLVED: The motion was carried.

Cllr A Grant proposed the following motion which was seconded by Cllr J Cooper:-

that WTC accept the quote from Company B for the sum of £47,812 ex VAT

Cllr L Burnham requested that it was accepted subject to receipt of satisfactory references.

VOTE: For: Cllrs J Cooper, E Poskitt, P Jay, T Redpath, P Redpath,
L Burnham, U Parkinson, S Rasch, A Grant and M Parkinson

Against:

Abstaining: Cllrs S Parnes & E White

RESOLVED: The motion was carried.

WTC120/20 FREETH INVOICE:

Cllr J Cooper proposed the following motion which was seconded by Cllr E Poskitt:-

That WTC to approve the final invoice of £923.24 for the period up to 31 July 2020 for the completion of the lease for 6 Park Street.

VOTE: For: 12 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC121/20 ENVIRONMENT:

Cllr Parnes asked why this item was being taken in confidential session.

The Clerk responded that it was because it involved finance.

Cllr M Parkinson gave a brief summary of the problem of litter being left on the watermeadows due to a lack of bins in the vicinity for people to dispose of their litter. He proposed the following motion which was seconded by Cllr J Cooper:-

The council resolves that 4 bins will be installed, one at each entrance to the Water Meadows with the refuse collection organised by WODC at the cost of £417.25 per bin (supply and installation) and a charge of £7.25 per empty.

Cllr P Redpath proposed cutting the number to two bins one at the Glyme Close entrance and one near the A44/Black Prince entrance. Their use could be monitored to see whether there is a need for more bins.

Cllr M Parkinson agreed to the amendment to his motion proposed by Cllr P Redpath:-

The council resolves that 2 bins will be installed, one at the Glyme Close entrance and one near the A44/Black Prince entrance with the refuse collection organised by WODC at the cost of £417.25 per bin (supply and installation) and a charge of £7.25 per empty.

VOTE: For: 12 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

ACTION: The Clerk to check out the status of the litter bin that was located at the entrance to Willoughby Way (outside the Youth Club) and request that it is reinstated if required.

The Clerk advised Council that she had requested a quote for making good the area where the cattle bridge had been removed to ensure the area was safe for anyone accessing that area.

The Council was provided with comment from Wychwood to let the ground settle and if needed undertake work at a later date to make good the area either side of where the cattle bridge was removed. Cllr P Redpath felt that Council should take the advice from Wychwood.

Cllr L Burnham agreed with Cllr P Redpath and also confirmed that the gates either side of stream had been closed and secured with cable-ties.

Cllr J Cooper proposed the following motion which was seconded by Cllr E Poskitt:-

that the Council take a vote on accepting the Town Clerk's recommendation and go ahead with the quote.

VOTE: For: 2 Against: 7 Abstaining: 3

RESOLVED: The motion fell.

Cllr P Redpath proposed the following motion which was seconded by Cllr A Grant:-

that the Town Clerk contact Neil Clennell and Toby Swift at the Wychwood Project with a view to meeting with them to obtain a full assessment of the area and report back to Council.

VOTE: For: 12 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC122/20 WATERMEADOWS:

Cllr P Redpath provided a brief update on the progress of this matter since the July Town Council meeting

Cllr P Redpath confirmed that the surveyor report following a site visit on 30th July had been completed and had been sent to the NALC solicitor Gary Barker and his response had been circulated to Councillors.

Cllr P Redpath proposed the following motion which was seconded by Cllr L Burnham:-

Point one (2.5m width of stream as shown on OS map). No action unless new proven information is provided.

Points 2 & 3 (how to proceed with encroachment). WTC accepts and proceeds as per solicitor (NALC) advice, and

With reference to the resolution in Minute 99/20 (iv) above – in accord with NALC solicitor advice dated 1st July 2020 - restores the fence on the water meadows side of the stream.

Cllr S Parnes asked why other instances of encroachment on Council land (OWL reserve extension/ Verenia Court) are not being acted on?

Cllr P Redpath stated that the encroachment on the OWL had taken place a number of years prior to the Council being gifted the land.

Cllr L Burnham confirmed that any letters sent to the residents would be approved by a legal professional before being sent out from the Town Clerk on behalf of the Council. He agreed with Cllr P Redpath that Council had done the right thing the whole way through the process.

VOTE: For: 10 Against: 1 Abstaining: 1

RESOLVED: The motion was carried.

The meeting closed at 8.15pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 8th SEPTEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)	Cllr A Grant (Deputy Mayor)
Cllr L Burnham	Cllr J Cooper
Cllr P Jay - joined the meeting at 8.05pm	Cllr S Parnes
Cllr U Parkinson	Cllr E Poskitt
Cllr S Rasch - joined the meeting at 8.30pm	Cllr P Redpath
Cllr T Redpath	Cllr E White - joined the meeting at 7.40pm

ALSO IN ATTENDANCE: CCllr Ian Hudspeth, 3 members of the public and Kate Begley who has previously written a summary of the meetings for the Woodstock and Bladon News.

WTC123/20 APOLOGIES FOR ABSENCE:

There were no apologies for absence received but Cllr S Rasch had informed the Clerk in advance that she would join the meeting late due to a prior commitment.

The Clerk did not attend the meeting due to being unwell.

WTC124/20 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.
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Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
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WTC125/20 PUBLIC PARTICIPATION SESSION:

None.

WTC126/20 MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 4th AUGUST 2020, AND THE CONFIDENTIAL SESSION OF THE TOWN COUNCIL HELD ON TUESDAY 1st SEPTEMBER 2020:

Council approved the minutes of Extraordinary Town Council Meeting held on 4th August 2020 as an accurate record of the meeting.

Cllr T Redpath pointed out that the draft minutes of the confidential session held on Tuesday 1st September had not been circulated prior to the meeting and in accordance with Standing Orders they should have been. She asked the Council for their agreement that they be deferred to the next meeting to regularise this. The Council agreed the request.

WTC127/20 REPORT FROM THE TOWN CLERK:

The Council noted all the items within the Town Clerk's report with the exception of the following where there was further discussion:-.

Policy For Reopening the Community Centre and Town Hall To Hirers

The Council did not agree with the safeguarding policy that was presented at the meeting, stating that the Council's policy needed to be exemplary and they felt it needed to include many more measures.

Cllr J Cooper suggested that the policy when amended was sent to Community First Oxfordshire for agreement. This was supported by Cllr E Poskitt.

Cllr S Parnes stated that WODC had not yet opened up their venues and that their guidance would be helpful.

Cllr E White joined the meeting at this point (7.40pm).

It was noted that a wedding had already taken place without a safeguarding policy being agreed by Council.

Cllr E Poskitt proposed the following motion that was seconded by Cllr M Parkinson:-

that the policy is sent to Community First Oxfordshire for them to analyse before going ahead with any other bookings..

RESOLVED: The Council voted unanimously in favour and the motion was carried.

Cllr A Grant asked the Council to agree that a copy of the reviewed policy be sent to Zurich, the Council's insurer for agreement to ensure the council had any insurance requirement in place.

RESOLVED: The council unanimously agreed to Cllr A Grant's request.

WTC128/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

Condolences were expressed by Cllr J Cooper and CCllr I Hudspeth for Mrs Maureen Hasting and Mr Keith Mitchell who had sadly passed away.

Cllr S Parnes expressed his concerns regarding the Temporary Traffic Order (TTO) for the closure of spaces in Oxford Street and, as the pavement licence had been refused, what would happen to the spaces?

CCllr I Hudspeth expressed his view that only either WODC or OCC could determine use of these spaces.

Cllr E Poskitt said she thought an amended application would be submitted by the business in Oxford Street.

Cllr L Burnham clarified that only two pavement licence applications had been received from Woodstock businesses, one licence had been issued and one refused. He also advised that only ten applications had been submitted across the district to date and nine of them had been approved and licences issued.

Cllr L Burnham stated he had received an email from a Town Centre resident requesting help in relation to unruly and unacceptable behaviour in the Town Centre late in the evening running into the early hours of the morning and requesting a greater police presence within the Town.

Cllr I Hudspeth said that although there had been more Police present due to incidents being reported, resources did not allow for extra policing but he urged residents to call the Police for assistance.

Cllr J Cooper reported that the planning application for 24 Park Street had been refused and he praised the exceptional letters that were submitted by Cllr I Hudspeth, Cllrs E Poskitt and M Parkinson and Mr John Webley.

Cllr Poskitt brought to the Council's attention that the Salt Cross (Eynsham Garden Village) Area Action Plan was now out for consultation. No consideration had been given to the impact this would have on Bladon and Woodstock.

WTC129/20 COMMUNICATIONS:

Although the Mayor was aware there was a question from Cllr S Parnes he had not had sight of it on paper and felt he had not had time to prepare an answer.

Cllr S Parnes read out his question as shown below:-

On September 1st, 2020, the Town Council conducted a meeting entirely in confidential session during which it decided to award a contract which was broadly valued at double the threshold at which legal requirements including the Public Contracts Regulations 2015 require advertisement of the contract on the Contract Finder website, as well as other procedures defined for public procurement of goods and services. The measures required for contracts above 25,000 pounds value are also referenced in the Council's Standing Orders, and guidance issued by the National Association of Local Councils (NALC). The Contracts Finder website lists hundreds of cemetery works contracts, including those by parish councils. Why did Woodstock Town Council not abide by these legal requirements?

The Mayor stated he would answer the question submitted by Cllr S Parnes by email.

WTC130/20 QUESTIONS:

No questions were presented to Council.

WTC131/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC132/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/01880/HHD 10 Rectory Lane, Woodstock

Conversion of garage into habitable space and addition of single storey rear extension. Addition of parking to rear of property.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/02021/HHD 7 Rosamund Drive, Woodstock

Erection of single storey front and rear extension and additional dormer to rear elevation.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/01807/HHD 12 Crecy Walk, Woodstock
Two storey rear extension.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/01337/HHD 21 Green Lane, Woodstock

Alterations and erection of single storey front extension, single storey side extension and raising of the roof and first floor box dormer to rear.(amended)

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/01916/HHD 23 Oxford Road, Woodstock

Single storey side extension.

RESOLVED: that WTC has no objection to this application.

Cllr P Jay joined the meeting at this point (8.05pm).

WTC133/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2020:

- i) To approve the List of Payments for July 2020 totalling £24,877.89 – The Council **resolved** to approve the payments made in July 2020.
- ii) To approve the Bank Reconciliation for July 2020 – The Council **resolved** to approve the Bank Reconciliation for July 2020.
- iii) To receive and consider the Income and Expenditure statements for July 2020 – The Council **noted** the Income and Expenditure statements without query or comment.
- iv) To receive and approve the Budget review report and spreadsheet – The Council **resolved** to approve the Budget Review which included the following motions proposed by Cllr P Jay which were seconded by Cllr E Poskitt:-

That the council approve the removal of the following amounts of expenditure from the budget:

<i>Tree planting & maintenance</i>	-	<i>£9,000</i>
<i>Town Hall office refurb</i>	-	<i>£10,000</i>
<i>Computer / projection facilities</i>	-	<i>£1,000</i>
<i>Internal painting of CC</i>	-	<i>£4,000</i>
<i>Total:</i>		<i>£24,000</i>

And: Include an additional expenditure of £1,800 for engraving of the Mayor's chain

And: that the council approve the inclusion of the additional expenditure of £7,500 for 2 Market Street and approve the reduction of the planned reserve to £44,736

- v) To receive and note the monthly project monitoring spreadsheet. The Council **noted** the spreadsheet.

The Responsible Financial Officer was thanked for her exceptional hard work on the budget review and for her attendance at the meeting.

WTC134/20 PLANNING UPDATES:

Cherwell Local Plan

Cllr T Redpath reported that Cherwell District Council had voted in favour of adopting the Local Plan at their meeting held the previous evening and also informed Council that Cherwell Development Watch Alliance had been talking to a barrister pending a possible legal challenge against the adoption of the Cherwell Local Plan.

Council's attention was drawn to the campaign against the closure of Sandy Lane and the vehicle crossing being replaced by a footbridge which would have a huge impact on the A44 traffic pinch points as the route is used as a relief road.

Changes to the Planning System

Cllr T Redpath provided Council with a brief summary of her report.

Cllr S Rasch joined the meeting at this point (8.30pm).

Cllr E Poskitt proposed the following motion which was seconded by Cllr T Redpath:-

that 2-3 Councillors get together to formulate a reply to the 'Changes to the Planning System' document and write to both the District Council and local MP urging them to complain about new methodology.

Cllrs T Redpath, E Poskitt and J Cooper volunteered to get together to formulate a reply on behalf of the Council.

A vote was taken.

VOTE: For: 11 Against: 0 Abstaining: 1

RESOLVED: The Council agreed that Cllrs T Redpath, E Poskitt and J Cooper formulate a reply.

WODC Consultation on Community Infrastructure Levy (CIL) Draft Charging Schedule and Draft Affordable Housing Supplementary Planning Document (SPD)

Cllr J Cooper proposed the following motion which was seconded by Cllr M Parkinson:-

that Council support the CIL consultation.

VOTE: For: 7 Against: 1 Abstaining: 3

RESOLVED: The Council voted in favour and the motion was carried.

The council made no comment on the SPD document.

Blenheim Estate in 'rubbish housing' warning

This item was deferred to be brought back to the next meeting at the request of Cllr T Redpath. Cllr Cooper left the meeting at this point (9pm).

WTC135/20 BLACK LIVES MATTER:

After some discussion the Council agreed that Cllrs P Jay and E Poskitt would write an 'open text' which would be circulated to all Councillors' for agreement of content before being printed in the next Town Council newsletter.

WTC136/20 CLIMATE CHANGE - MEETING WITH LOW CARBON HUB:

The recent meeting a number of Councillors had with Low Carbon Hub was discussed.

Cllr S Parnes informed Council that he had discussed with Cottsway Housing the possibility of considering a request from the Council for solar panels from the Ryegrass bungalows for use on the Community Centre when the properties are demolished.

The viability of investing in solar panels as opposed to sourcing a provider of green energy was also discussed

Cllr E Poskitt proposed the following motion that was seconded by Cllr A Grant:-

that WTC explore the possibility of moving to green energy.

A vote was taken.

VOTE: FOR: 11 Against: 0 Abstaining: 0

RESOLVED: The Council voted in unanimously in favour and the motion was carried.

WTC137/20 WTC WEBSITE:

The Mayor thanked Cllr L Burnham for his hard work on the project.

Cllr L Burnham provided a brief summary of his report before proposing the following motion which was seconded by Cllr M Parkinson:-

Following an appropriate period of staff training, it is proposed that we go-live with the new site at some point during September 2020. The date is not yet fixed, but it is proposed that the Website Steering Group, along with staff members, should decide upon a suitable date as and when the site is finally ready and suitable training has taken place, without further recourse to the Town Council.

In addition, it is proposed that Cllr Burnham provides ongoing oversight of the new system, assisting and advising staff as necessary.

A vote was then taken.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The Council voted unanimously in favour and the motion was carried.

The council were made aware that the Administrative Assistant was unable to use zoom on her computer and that Triumph had been contacted and asked to help resolve this issue.

WTC138/20 HAND SANITISER STATIONS:

Cllr S Parnes provided a brief summary of his report before proposing the following motion:-

that for enhancement of safety in the Town during the ongoing pandemic, the Town Council ask the Town Clerk to utilise delegated authority for expenditure on Health & Safety grounds, to procure two stations and 8 weeks of refills per station initially, for

deployment at two outdoor locations to be determined, and to allocate half an hour of staff time per week to refill both stations.

Numerous views were expressed by Councillors but as there was no seconder for motion it fell.

WTC139/20 FRONT HEDGE AT WAR MEMORIAL:

The Council agreed to the removal of the hedge at the front of the war memorial garden and for costs to be brought back to the council at a later date to include an indiscrete barrier as is already in place around the rest of the garden and whether to turf or plant the area once the hedge has been removed.

WTC140/20 SHIPTON ROAD CONSTRUCTION TRAFFIC MANAGEMENT:

Cllr S Parnes proposed the following motion which was seconded by Cllr M Parkinson:

That Woodstock Town Council notes with respect and appreciation the swift response and timely action by the Blenheim Estate and Pye Homes in clearing the dirt and debris apparently tracked by vehicles from the 'Park View' construction site around the 21st of August, onto Shipton Road, and the Council is grateful for their confirmed endeavours to ensure adherence of the Traffic Management plan including prevention of traffic turning left out of the site and passing the Marlborough School in future.

A vote was taken.

VOTE: For: 9 Against: 0 Abstained: 1

RESOLVED: The Council voted in favour and the motion was carried.

WTC141/20 PAVEMENT LICENSING PUBLIC CONSULTATION WEBSITE:

Cllr S Parnes confirmed that the clarification provided by Cllr L Burnham earlier in the meeting had answered the question he was going to ask.

WTC142/20 BLENHEIM DEVELOPMENT CONSULTATION:

After some debate the Council agreed that the document of questions and responses from the Blenheim Development Consultation would not be published in the minutes as had been proposed within Cllr S Parnes' report that had no seconder but they would be available in the Town Hall for any member of the public to access upon request.

Cllr T Redpath requested that it be minuted that a question she had sent to Blenheim separately to the list of questions sent on behalf of the Council in which she had queried the number of dwellings across the three sites that would increase the total number to 730 as opposed to the 600 that the Inspector stated Woodstock could cope with. To date she had not received a response from Blenheim.

Cllr E White confirmed that she would be writing a summary of this and future meetings for the Woodstock and Bladon News as Kate Begley was returning to university. Kate Begley was thanked warmly for the work she had done reporting the meetings for Woodstock and Bladon News and wished Good Luck for her return to university

The meeting closed at 10.18pm

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 29th SEPTEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)

Cllr J Cooper

Cllr U Parkinson

Cllr S Rasch

Cllr P Redpath

Cllr A Grant (Deputy Mayor)

Cllr P Jay

Cllr S Parnes

Cllr E Poskitt

Cllr T Redpath

ALSO IN ATTENDANCE: Six members of the public.

The Clerk was not in attendance at the meeting due to having a prior commitment.

Prior to the start of the meeting, The Mayor announced that due to the papers for Agenda Item 11 and 12 not being received in time these items would not be discussed.

Cllr S Parnes pointed out that other papers were late including the Clerks. He responded to the point made by The Mayor saying that he felt Council should take the decision about the agenda items and proposed the following motion:-

For consistency the agenda items mentioned be taken.

The motion was not seconded and fell.

WTC143/20 APOLOGIES FOR ABSENCE:

Cllrs L Burnham and E White

WTC144/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 8 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr Grant

Item 8 (c) Planning: Personal interest as she had submitted the application.

Cllr E Poskitt

Item 8 Planning: Personal interest as she is a member of WODC and she is also a resident in Hedge End and an application (b) has been submitted by a house nearby.

All Councillors

Item 8 (c) Planning: Personal interest as the applicant Mrs A Grant is a fellow Councillor.

WTC145/20 PUBLIC PARTICIPATION SESSION:

None.

WTC146/20 MINUTES OF THE CONFIDENTIAL SESSION OF THE TOWN COUNCIL HELD ON TUESDAY 1st SEPTEMBER 2020:

The Council **resolved** that the minutes of the Town Council Confidential Session held on Tuesday 1st September 2020 were a true record of the meeting with the following amendments:-

- | | | |
|---------|------------|---|
| Page 58 | | paragraph 1, add the words 'All Councillors replied they were alone in the room they were using for this confidential virtual meeting'. |
| Page 60 | WTC 119/20 | paragraph 5, replace 'Cllr Parnes stated that he would be voting against it and requested a named vote' with 'Cllr S Parnes would keep an open mind but was minded to vote against it and requested a named vote. |
| Page 60 | WTC 119/20 | paragraph 9, Cllr Parnes requested that the named vote be checked as he felt it was not correct. |

The Council agreed that the Clerk should listen to the named vote on the recording and if it is not correctly recorded to amend it before returning it to Council.

- | | | |
|---------|-----------|--|
| Page 61 | WTC121/20 | add as paragraph 1, Cllr S Parnes asked why this item was being discussed in confidential session? |
|---------|-----------|--|

The Clerk responded that it was because it involved finance.

WTC147/20 COMMUNICATIONS:

The Mayor informed the council that with regard to Remembrance Sunday arrangements he did not know what could and could not be done in relation to COVID restrictions and that talks were on going between all involved. He advised that Christine had ordered three wreaths, one for His Grace the Duke of Marlborough, one for John Harwood DL and one for the Town Council as the wreaths can be laid whilst maintaining social distancing.

WTC148/20 QUESTIONS:

No questions were presented to Council.

WTC149/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

The Council agreed to the suggestion proposed by the Mayor that Agenda Item 8 - Planning be moved to the end of the meeting so that Cllr A Grant did not have to leave the meeting and then try and log in again.

WTC150/20 COVID-19 POLICY FOR VENUES (TOWN HALL AND COMMUNITY CENTRE) OWNED BY WOODSTOCK TOWN COUNCIL:

After an in depth discussion which included that the Council were mindful of their obligation to keep their staff safe.

The Council agreed that the Clerk had worked hard on an ever changing process but felt that going forward things would be changing even more rapidly and there was concern with the staff being able to constantly keeping up with these changes.

The Registrars and the Clerk had worked together and agreed on the risk assessment to the satisfaction of both parties for the Wedding so the Council agreed that Weddings should continue.

The following motion was proposed by Cllr Grant which was seconded by Cllr P Redpath:-

1. *In view of the ever increasing infection rate and with the venues not lending themselves to the Covid safe requirements to accommodate the hirers safely WTC closes down the Assembly Room and the Community Centre until further notice. Ensuring the safety of the office staff in the Town Hall and the long lease tenants at the Community Centre.*
2. *Weddings can still continue during hours that the staff is not working in the Town Hall with the exception that those already booked go ahead as planned.*
3. *This is to be reviewed at every meeting.*

Cllr Grant requested a named vote.

VOTE:

For:	Cllrs P Jay, P Redpath T Redpath, S Rasch, S Parnes U Parkinson and A Grant
Against:	Cllr J Cooper & E Poskitt
Abstained:	Cllr M Parkinson

RESOLVED: The motion was carried.

WTC151/20 WOODSTOCK FAIR:

The Council voted unanimously in favour of approving the use of the Town Hall electricity supply via an external cable to run a childrens fair ride which will enable the funfair charter to be preserved for this year.

WTC152/20 TOWN HALL STAFF CHANGES:

Cllr Parnes wished for the Council to have regular updates on the process of recruiting a new Clerk.

There was a short discussion on this. The Mayor said he would give the Council necessary updates on the process under Communications at future meetings. Cllr T Redpath informed the Council that the closing date for applicants was the 23rd October and the interviews could commence the following week and it was hoped that a new Clerk would have been chosen to report to the November meeting.

Cllr M Parkinson proposed the following motion which was seconded by Cllr A Grant:-

The Council agrees for the Staffing Panel to proceed with the necessary process of recruitment of a new clerk as early as possible with a view to a smooth change over period.

Cllr S Parnes requested a named vote

VOTE:

For:	Cllrs M Parkinson, T Redpath, P Redpath, U Parkinson, S Rasch, P Jay, A Grant, J Cooper & E Poskitt
Against:	
Abstained:	Cllr S Parnes

RESOLVED: The motion was carried.

WTC153/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO 20/02053/FUL 2 Long Close, Oxford Road, Woodstock
Construction of detached dwelling.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO 20/02155/HHD 2 Hedge End, Woodstock
Alterations and erection of single and two storey rear extension. Render and cladding to external elevations

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO 20/02186/HHD 28 Brook Hill, Woodstock
Extension and alterations to the existing garage for the installation of an internal mobility lift.

RESOLVED: that the Council declined to make comment on the application as the application was submitted by Cllr A Grant, a fellow member of the Council.

The meeting closed at 8.23pm

**MINUTES OF THE CONFIDENTIAL SESSION OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th OCTOBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr U Parkinson
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, Mrs Janine Saxton

The Mayor asked the Clerk and each Councillor to confirm that they were alone in the room from which they were accessing the confidential session.

The Clerk and all Councillors present confirmed they were alone in the room from which they were accessing the confidential session.

WTC154/20 LEGACY LEFT TO WOODSTOCK COMMUNITY CENTRE:

The Clerk informed the Council that Woodstock Community Centre had been named as a beneficiary in the will of Mrs Fay Booker and would receive a percentage of her estate and that she would return the completed forms to Mrs Bookers Solicitors.

WTC155/20 PROPERTY:

2 Market Street

The following quotes had been received for electrical works to split the power supply between the shop and flat.

Company		
A	Electrical Work to split the supply between Shop & Flat	£1410.70
B	Electrical Work to split the supply between Shop & Flat	£1219.50

The following motion was proposed by Cllr A Grant and seconded by Cllr M Parkinson:-

WTC agrees to Company B at the cost of £1219.50 for the electrical work to be carried out to split the supply between the shop and the flat.

RESOLVED: The Council voted unanimously in favour of accepting the quote from Company B and the motion was carried.

2 Market Street (self-contained flat)

Cllr A Grant recommended that:

WTC agree to the fitting of a letter box in the front door of the flat and supply a washing machine at a cost of up to £200.

Cllr A Grant informed the Council that she had not included a price for a letter box as she had no idea of the cost to supply and fit one, but she thought that a decent washing machine could be purchased for up to £200.

Cllr E Poskitt pointed out that the tenant had also requested a doorbell and proposed that one be included within the motion. Cllr A Grant agreed for her recommendation to be amended as shown below:-

WTC agree to the fitting of a doorbell and a letter box in the front door of the flat and to supply a washing machine at a cost of up to £200.

RESOLVED: The Council voted unanimously in favour of the flat being supplied with a doorbell, letterbox and washing machine.

2 Market Street (Retail Unit)

The Property Agent have had great interest in the shop and have had four firm offers at the asking price of £12,000 per annum plus VAT.

Council were asked to instruct the Property Agenda as to which business they would like to see in the town.

Offer A	-	Grocer/Deli – high quality fruit, vegetables, fish, wine, cheese from local producers and suppliers.
Offer B	-	Gallery – art, ceramics and sculptures
Offer C	-	Vegan health food Company – ready to go plant based whole foods, vibrant smoothies, sweet treats and selective retail and deli items.
Offer D	-	Barber

After some discussion relating to the types of businesses that had submitted offers for the retail unit and which ones would add to the diversity of businesses offered in the town, Cllr M Parkinson proposed the following motion which was seconded by Cllr L Burnham:-

That WTC recommend that the Council's Property Agent accept Offer A for a Grocer/Deli business.

A vote was taken.

VOTE: For: 5 Against: 1 Abstaining: 2

RESOLVED: The Council voted in favour of the Property Agent agreeing Offer 'A' for a Grocer/Deli to lease the retail unit.

It was confirmed that the work is being undertaken to divide 4 Market Street into a separate residential flat and retail unit at no cost to the Council and the current tenant is planning to move out of the flat in October.

Suite 2 Community Centre

Council were advised that repairs were required to a hole in the wall and also a fireplace within the room was to be blocked up prior to the tenant taking up the new lease.

The meeting closed at 7.20pm

Signed

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th OCTOBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)	Cllr A Grant (Deputy Mayor)
Cllr L Burnham	Cllr J Cooper
Cllr P Jay - joined the meeting at 7.42pm	Cllr S Parnes
Cllr U Parkinson	Cllr E Poskitt
Cllr S Rasch	Cllr P Redpath
Cllr T Redpath	Cllr E White

ALSO IN ATTENDANCE: The Clerk, Cllr Ian Hudspeth and 3 members of the public.

The Mayor asked members of the Council to join him in a minute's silence as a mark of respect for former Woodstock Councillor Dave Davies who had recently passed away.

WTC156/20 APOLOGIES FOR ABSENCE:

There were no apologies for absence received.

WTC157/20 DISCLOSURES OF INTEREST:

Cllr J Cooper **Item 10 Planning:** Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr E Poskitt **Item 10 Planning:** Personal interest as she is a member of WODC.

WTC158/20 PUBLIC PARTICIPATION SESSION:

None.

The Council agreed for Agenda Item 12 i) Cherwell Plan to be brought forward and discussed after the public participation session as ~~the~~ Cllr T Redpath's report relateds to the CDWA request for donations toward the costs of their legal challenge against the Cherwell Local Plan Partial Review.

WTC159/20 PLANNING:

Alan Lodwick addressed Council on behalf of the Cherwell Development Watch Alliance, an organisation made up of five local groups including Woodstock Action Group who were opposing the 4,400 houses proposed within the Cherwell Local Plan. Alan provided relevant background information on how the group were established and the work they have undertaken to oppose the Cherwell Local Plan and also the Oxford City Unmet Housing Need. He explained that CDWA are now taking the last option available to them and submitting a legal challenge which is costly.

A number of Councillors' expressed their views and asked questions to which Alan Lodwick responded ~~ed~~ too.

Cherwell Local Plan

A vote was taken on the following motion proposed by Cllr T Redpath and seconded by Cllr P Jay:-

that Woodstock Town Council donates £2,000 towards the legal challenge against the Cherwell Local Plan Partial Review

Cllr S Parnes requested a named vote.

VOTE:	For:	10	Cllrs T Redpath, P Redpath, L Burnham, A Grant, E Poskitt, U Parkinson, P Jay, M Parkinson, S Rasch & E White
	Against:	2	Cllrs J Cooper & S Parnes

RESOLVED: The motion was carried.

Planning White Paper Consultation

After a lengthy discussion during which ~~several a number of~~ Councillors, ~~stated how wrong the paper is expressed very strong disagreement~~ with many of the presumptions and policies in the White Paper and their grave concerns for the role of democratic participation in advising on future development were these policies to be implemented, Cllr E Poskitt offered to prepare a brief response opposing and objecting to the paper on behalf of WTC for submission to the local MP Robert Courts.

Cllr P Jay offered the following motion which was seconded by Cllr T Redpath:-

that WTC considers the Governments White Paper on planning to be a shameful and shameless assault on the fundamental principles of Town and Country Planning by local and democratic authorities which is essential to the protection of the beauty and amenity of the spaces in which we all live and wish to live.

He was opposed to the suggestion of submitting any response from WTC to the local MP.

Cllr E Poskitt proposed to circulate the motion and some background points to all Oxfordshire MPs.

Cllr P Jay confirmed he was happy for the motion and background points Cllr E Poskitt has offered to collate being sent to all Oxfordshire MP's including the local MP and request a response from all parties.

Cllr P Redpath proposed that OALC should be included within circulation with a covering letter requesting that they write to all parish and town councils requesting that they also support this.

A vote was taken on the full motion shown below

that WTC considers the Governments White Paper on planning to be a shameful and shameless assault on the fundamental principles of Town and Country Planning by local and democratic authorities which is essential to the protection of the beauty and amenity of the spaces in which we all live and wish to live. The motion and some background points will be circulated to all Oxfordshire MPs and a response requested from all parties. OALC will also be included within the circulation with a covering letter requesting that they write to all Parish and Town Councils requesting that they also support this.

Cllr S Parnes requested a named vote.

VOTE: For: 11 Cllrs A Grant, T Redpath, P Redpath, L Burnham, J Cooper, E Poskitt, U Parkinson, M Parkinson, S Rasch, E White and P Jay

Against: 1 Cllr S Parnes

RESOLVED: The motion was carried.

Alan Lodwick left the meeting at this point 8.24pm.

WTC160/20 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 8th SEPTEMBER 2020 AND THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 29th SEPTEMBER 2020:

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 8th September 2020 were a true record of the meeting with the following amendments:-

- Page 66 **WTC133/20** paragraph 5, line 4 - *Town Hall office refurb* replace £6,000 with £10,000. Line 7 - *Total:* replace £20,000 with £24,000.
- Delete paragraph 7 - That the council approve the removal of the following amounts of expenditure from the budget: *Town Hall office refurb - £4,000 - Total: £4,000.*
- Page 68 **WTC133/20** paragraph 2, line 1 - remove the letter 'e' from the word Cottesway as correct spelling is Cottsway. Delete the word 'the' and add the words 'considering a request from the Council for'. Paragraph 2, line 2 - delete the word 'obtained'.
- Page 70 Final paragraph correct the spelling of the word 'Woodstock'.

The Council **resolved** that the minutes of the Extraordinary Town Council meeting held on Tuesday 29th September 2020 were a true record of the meeting with the following amendments:-

- Page 71 The word 'Extraordinary' to be added into the heading after the word 'the' and before the word '~~Town~~'.
- Page 71 Paragraph 3, line 4 - remove the words 'that according to Standing Orders' and replace with the words 'for consistency'.

Cllr S Parnes proposed the following amendment:-

- Page 72 **WTC146/20** paragraph 5, line 2 - remove the words 'and advise Councillors accordingly' and replace with the words 'before returning it to Council'.

Cllr T Redpath disagreed with the amendment proposed by Cllr S Parnes and proposed the following motion

that as the Clerk had listened to the recording and had checked the accuracy of the named vote as requested. As the vote was correctly recorded that should be the end of the matter and the minutes cannot be brought back and amended further.

As there was no seconder for Cllr S Parnes proposed amendment it was not progressed.

Cllr P Redpath seconded Cllr T Repath's proposal that the accuracy of the named vote had been checked and was recorded correctly which and therefore the minutes **bea** not brought back to Council for further amendment.

A vote was taken.

Cllr S Parnes requested a named vote.

VOTE:	For:	10	Cllrs A Grant, T Redpath, P Redpath, L Burnham, J Cooper, E Poskitt, U Parkinson, M Parkinson, S Rasch and P Jay
	Against:	1	Cllr S Parnes
	Abstaining:	1	Cllr E White

RESOLVED: The motion was carried.

Page 73 **WTC150/20** point 2 of the motion, line 2 - removed the word 'of' and replace with the word 'that' and add the words 'go ahead as planned.' to the end of the sentence.

Page 73 **WTC150/20** a third point to be added to the motion to read - '3. This is to be reviewed at every meeting'.

Page 73 **WTC152/20** paragraph 1, line 1 - add the words 'for the Council' after the word wished' and 'to'.

WTC161/20 REPORT FROM THE TOWN CLERK:

The Council approved the purchase of a webcam at the cost of £104.00 (ex VAT) which will enable the Administrative Assistant to use Zoom and join meetings via video conference.

The Annual Watermeadows Inspection report was noted.

The Council approved unanimously for the damaged fuse to be taken out and replaced above the former "Barclays Bank" at a cost of £300.97 which will enable the connection to be safely used for the Christmas Lights.

WTC162/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

Although the Mayor was aware there was a question from Cllr S Parnes he had not had sight of it on paper and felt he had not had time to prepare an answer.

Cllr S Parnes asked CCllr I Hudspeth about the status of the TTRO that was proposed for the layby outside Hampers and also enquired why Oxford was not placed in a higher Tier of lockdown?

CCllr I Hudspeth responded that he would follow up the TTRO but he was sure that it had not been implemented and have been put on hold. He stated that Oxfordshire was being looked at as a whole not just the central area of the city and that the County Council were working with the government but as yet it is not considered that Oxfordshire should be in Tier 2.

Cllr M Parkinson asked if the whole county would move up a tier if the numbers within the city centre increased.

Cllr I Hudspeth advised that each area was being looked at individually when decisions were being made and the impact on the surrounding villages/town also had to be considered.

Cllr I Hudspeth left the meeting at this point.

The District Councillors' report was received by Council. Cllr S Parnes attempted to ask a question but due to interference he was experiencing with his computer his question could not be deciphered and he was asked to submit it via email and copy in all Councillors.

WTC163/20 COMMUNICATIONS:

The Mayor did not have any items to communicate.

WTC164/20 QUESTIONS:

The following question submitted by Cllr S Parnes was presented to Council:-

"On September 1st, 2020, the Town Council conducted a meeting entirely in confidential session during which it decided to award a contract which was broadly valued at double the threshold at which legal requirements including the Public Contracts Regulations 2015 require advertisement of the contract on the Contract Finder website, as well as other procedures defined for public procurement of goods and services. The measures required for contracts above 25,000 pounds value are also referenced in the Council's Standing Orders, and guidance issued by the National Association of Local Councils (NALC). The Contracts Finder website lists hundreds of cemetery works contracts, including those by parish councils. Why did Woodstock Town Council not abide by these legal requirements?"

Although the Town Mayor was copied in when the Question was duly submitted in the week before the meeting, and it also appeared among meeting documents published on the Town Council website prior to the meeting, at the meeting itself the Town Mayor contended he had not seen the Question and therefore had not prepared a response. More than two weeks lapsed before he provide any response, and then it was only by direct email and only to the Member who formally asked the Question publicly. After more than a month, will the Town Mayor now finally respond in a manner that properly puts on public record the Town Mayor's response to the Question.

The Mayor responded that his view is that under the emergency COVID regulations we have done our best and he does not believe that we have put the public money in significant jeopardy at any stage. There is an urgent need for more cemetery space and as we now have a handful of plots left and winter is fast approaching bringing flu, potential higher rates of COVID and many other life threatening ailments. The Town Council has "very little powers" in general but one significant responsibility is to ensure we have enough cemetery space for our citizens. Neither the Town Clerk nor the Responsible Financial Officer as proper officers have questioned the process at any stage and I can therefore, conclude that we have done everything practicable to fulfil the requirements for this sort of project.

WTC165/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC166/20 PLANNING:

A short discussion followed before a vote was taken.

VOTE: For: 7 Against: 3 Abstaining: 2

RESOLVED: The motion was carried.

WTC169/20 A44:

Cllr L Burnham provided Council with a brief oral verbal update on the recent meeting he had attended with Mr Colin Carritt, James Wright from OCC, his contractors Skanska and Anthony Wright, a representative of Varioguard who manufacture purpose designed barriers for situations such as at The Black Prince.

The purpose of the meeting was to seek advice from the manufacturers in regard to the practicalities of construction and if appropriate to supply OCC with a full design, specification and cost estimate for supply and instastillation. The meeting was successful in confirming that there were no apparent obstacles that would prevent a suitable vehicle restraint system being installed and Varioguard agreed to provide the detail and costs to OCC for consideration in due course.

Cllr L Burnham advised Council that it would cost between £16,000 - £18,000 to put a 20mph speed restriction in place. Other towns including Burford, Charlbury and Chipping Norton had self-funded the cost of implementing speed restrictions within their towns.

Cllr L Burnham suggested asking Blenheim and OCC for a contribution towards cost of this as the situation will only get worse on this part of the A44.

Cllr P Jay reiterated that his personal opinion is that a proper solution should be found to the Black Prince Canyan threat to life by having walkways which allow people to get from Oeld Woodstock other parts of the town without having to run the gauntlet on that section of the A44.

Cllr E Poskitt stated it may be worth revisiting the option of having a 20 mile an hour speed limit as the issue of cost had affected a request for one to be put in place 7 years ago.

WTC170/20 SALT CROSS GARDEN VILLAGE DRAFT AREA ACTION PLAN (AAP):

The Council **resolved** to inform West Oxfordshire District Council that both Woodstock and Bladon will also be affected by the Salt Cross Garden Village development as the village will have an exit onto the A40 and also Lower Road which leads on to the A4095. This will have an impact on the traffic in both Woodstock and Bladon and the A44 especially during construction of the village which may coincide with structural change on the A40.

WTC171/20 PAYMENT OF INVOICES

The following motion was proposed by Cllr A Grant and seconded by Cllr M Parkinson:-

WTC agrees to the payment of Invoices which correspond with the original quote agreed by council should be paid without having to be presented to the Council for agreement of payment providing the Town Clerk/Proper Officer is satisfied with the work carried out.

There was a lengthy discussion regarding WTC's financial regulations and Cllr P Jay raised a number of concerns, stating that it undermined financial controls and he would oppose the proposal.

Cllr Burnham suggested having the Clerk and one nominated Councillor to sign off payments where the invoice corresponds with the original quote.

VOTE:	For:	7	Cllrs A Grant, T Redpath, P Redpath, J Cooper, E Poskitt, P Jay & S Rasch
	Against:	1	Cllr S Parnes
	Abstained:	4	Cllrs M Parkinson, L Burnham, E White & U Parkinson

RESOLVED: The motion was carried.

A vote was then taken on the following motion proposed by Cllr T Redpath which she had previously read out and had been seconded by Cllr A Grant:-

that WTC identifies that minute WTC/199/20 approved the quote from contractor B (subject to suitable references and insurance) and add that the works are of an urgent nature due to the current Covid – 19 pandemic and the possible urgent need for additional burial space; and that the decision without prior publication conforms with Para 32(2)(c) of the Public Contracts Regulations 2015 and is in line with the Government Information Note PPN 01/20 (March 2020) in response to exceptional circumstances for the procurement of works with extreme urgency.

VOTE:	For:	11	Cllrs A Grant, T Redpath, P Redpath, P Jay J Cooper, E Poskitt, S Rasch, M Parkinson, L Burnham, E White & U Parkinson
	Against:	1	Cllr S Parnes
	Abstained:	0	

RESOLVED: The motion was carried.

WTC173/20 WOODSTOCK WATERMEADOWS:

Cllr L Burnham provided a brief background on the reasons and benefits of the Watermeadows being formally recognised as a Local Nature Reserve before proposing the following motion which was seconded by Cllr P Redpath:-

It is proposed that the Town Council formally recognises the watermeadows as a Local Nature Reserve and to better facilitate its ongoing management, adhere to the following broad principles:

- *The conservation and enhancement of all wildlife in the watermeadows*
- *Help more people to experience, understand and value the watermeadows as a natural resource and the opportunity it affords to re-connect with nature*
- *Preserve the watermeadows as an easily accessible area of quiet tranquillity*

A vote was taken.

VOTE:	For:	11	Against:	0	Abstained:	0
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It was noted that Cllr P Jay was not present at the time the vote was taken.

RESOLVED: The motion was carried.

Cllr L Burnham advised Council ~~that Woodstock~~ that a local Woodstock resident and very eminent ecologist, Dr Adrian Delnevo, had offered his support by way of expert opinion and advice to help better inform the TC on ecological issues that may potentially impact strategic decision making. before proposing the following motion which was seconded by Cllr P Redpath:-

To help better inform the updated management plan for the watermeadows and to help with wider educational considerations, it is proposed that the Town Council sponsors the project proposed by Dr Delnevo.

The issue of insuring the equipment was raised.
Cllr M Parkinson proposed the following amendment to the motion:-

To help better inform the updated management plan for the watermeadows and to help with wider educational considerations, it is proposed that the Town Council sponsors the project proposed by Dr Delnevo to the sum of £887 (inc VAT) subject to the legalities of appropriate signage notifying members of the public utilising the Watermeadows that infra-red motion activated cameras are monitoring and recording mammalian wildlife activity within the area are fully investigated.

The amendment was accepted by Cllrs L Burnham and P Redpath.

A vote was taken on the amended motion.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

It was noted that Cllr P Jay was not present at the time the vote was taken.

Cllr P Redpath informed the Council that the Bicester Green Gym had donated £1,000 which is supplementary to the funds that WTC had agreed in the above motion. The donation was made in lieu of the Wood~~chipchip~~ Green Gym having donated all their assets to the Bicester Green Gym when the group disbanded.

The Council agreed that the Clerk would formally write and thank the Bicester Green Gym for their generous donation.

Council approved the payment of the April - June 2020 quarterly invoice from Wychwood for the sum of £1,938.75.

WTC174/20 DAMAGED ROAD SIGN:

The Council approved the request for the damaged road sign at the junction of Shipton and Flemings Road to be replaced. A request from Cllr A Grant to replace the damaged road sign at the entrance of Glyme Close which was seconded by Cllr M Parkinson was also approved by the Council.

WTC175/20 REVIEW OF STANDING ORDERS:

Cllr A Grant provided Council with the reasons for proposing the following motion which was seconded by Cllr M Parkinson:-

- (i) *WTC adopts the NALC Model of Standing Orders and Financial Regulations with immediate effect.*
- (ii) *Adapting them in areas that are needed for the unique specification of Woodstock Town Council.*

Cllr T Redpath expressed her support for the NALC Model of Standing Orders and Financial Regulations being adopted with as little variation as possible and also recommended that once written they are passed through NALC for them to approve the wording.

Cllr E Poskitt suggested having a group that meets to agree the wording and update the document accordingly using the NALC model.

Cllr M Parkinson proposed the following amendment to the motion:-

- (i) *WTC adopts the NALC Model of Standing Orders and Financial Regulations with immediate effect.*
- (ii) *Adapting them in areas that are needed for the unique specification of Woodstock Town Council and they will be run by NALC for checking.*

Cllr A Grant accepted the amendment.

A vote was taken.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

Council agreed for Cllrs E Poskitt, A Grant and M Parkinson to form a working group to update the documents.

Cllr M Parkinson suggested that Agenda Items 22, 23 & 24 were moved forward~~ed~~ as these could be discussed quickly. Council agreed to this request.

WTC176/20 AGENDA & REPORTS DEADLINE:

Cllr M Parkinson proposed the following motion which was seconded by Cllr A Grant

WTC Resolves that the deadline for requesting an item be put on the agenda is 12~~noon~~~~pm~~ 5 working days prior to the meeting date. The deadline for submission of an agenda item paper is 11am 4 working days prior to the meeting date. (as our meetings are usually held on a Tuesday this would result in the Wednesday before).

This paper must include a recommendation or a proposal and included a seconder unless it is just to be noted.

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If a paper has not been submitted for an agenda item by this deadline then the item is to be removed from the agenda before it is circulated and posted in the public arena.

Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information (this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. This must be additional information only and not a full paper

Cllr L Burnham proposed to remove the fourth paragraph from the motion which was seconded by Cllr E Poskitt.

Cllrs M Parkinson and A Grant accepted the amendment.

Cllr S Parnes suggested the following amendment:-

When exceptional late papers are received they must be put onto the website as soon as possible.

Cllr S Parnes also raised concerns about the logic of a motion having to be seconded prior to the meeting as a Councillor that seconds a motion may not turn up to the meeting the motion is being discussed at.

He also drew attention to Standing Order 31 b) that any motion agreed at this meeting to amend a Standing Order should stand adjourned without discussion and be voted on at the next ordinary meeting.

Cllr M Parkinson proposed to remove the second part of the sentence *(shown in italics)* from paragraph 2 :

This paper must include a recommendation or a proposal. *and included a seconder unless it is just to be noted.*

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To remove paragraph 4 *(shown below in italics)*:

Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information(this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. This must be additional information only and not a full paper.

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A further discussion followed during which numerous views were expressed.

The Council agreed to extend the meeting for a further 15 minutes.

It was finally agreed to bring the item back to the next ordinary meeting.

WTC177/20 DISTRICT & COUNTY COUNCILLOR REPORTS:

After some discussion on the usefulness and format of the reports a vote was on the following motion proposed by Cllr M Parkinson and seconded by Cllr A Grant:-

WTC Resolves that District and County Councillor reports are no longer required on the agenda and they are to be replaced by 'Oral report and /or Questions to WTC's District and County Council Representatives'.

VOTE: For: 2 Against: 43 Abstained: 3

RESOLVED: The motion fell.

WTC178/20:REMEMBRANCE EVENT:

Cllr E Poskitt had requested that this agenda item be combined with agenda item 21.

WTC179/20 WTC RE-OPENING OF COUNCIL OWNED VENUES – COVID-19:

Cllr M Parkinson proposed the following motion which was seconded by Cllr A Grant:-

WTC resolves that a Working Group is formed to work with the Clerk to formulate a Covid-19 Safety Policy with the intention of monitoring the situation regarding COVID-19 in relation to venue hire and updates/edits the Council's COVID-19 Hiring Policy where and when applicable with the eventual goal of safely re-opening the council controlled venues.

Cllr E Poskitt supported the motion and asked that arrangements for Remembrance Sunday are incorporated into any working group.

The Clerk was thanked for providing a very detailed report and responses to concerns and issues raised by Councillors'.

A vote was taken on the motion proposed by Cllr M Parkinson which was seconded by Cllr A Grant.

VOTE: For: 11 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

A lengthy discussion followed during which the closure of the venues whilst the COVID-19 Safety Policy was being drawn up was discussed and also how promptly this could be completed to protect the livelihoods of the businesses hiring Council venues.

Cllr S Parnes proposed the following motion:-

That based on the further information provided by the Town Clerk including updated risk assessments and information from users and customers of the Town Council building that the motion to close the venues is rescinded pending a report from the working group at the meeting next month.

Cllr M Parkinson reiterated that as the Council have not agreed a policy the buildings are not insured for use by hirers.

A further discussion followed and a number of views were expressed.

The Mayor asked if there was a seconder for Cllr S Parnes' motion, no Councillor seconded the motion and it was not progressed.

The Mayor called for volunteers to join the working group but there were no volunteers and the meeting closed without the working party membership being agreed.

The meeting closed at 11.00pm

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 27th OCTOBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr P Jay
Cllr E Poskitt
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr U Parkinson
Cllr P Redpath

ALSO IN ATTENDANCE: Six members of the public.

The Clerk was not in attendance at the meeting due to having a prior commitment.

WTC180/20 APOLOGIES FOR ABSENCE:

Cllr E White

WTC181/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 7 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr E Poskitt

Item 7 Planning: Personal interest as she is a member of WODC.

WTC182/20 PUBLIC PARTICIPATION SESSION:

Anthony Glees addressed the Council regarding the sudden closure of the Town Hall for the Pilates Class he attends.

The Mayor read out a written statement on behalf of Sarah Moncrieff an art teacher and hirer of the Community Centre whose business has been affected by the closure of the Community Centre.

WTC183/20 COMMUNICATIONS:

Cllr A Grant advised Council that on the previous day she had had a 90 minute telephone conversation with a Ryegrass resident who was extremely distraught at the thought of having to imminently leave his home.

WTC184/20 QUESTIONS:

The following question submitted by Cllr S Parnes was presented to Council:-

“Item 13 on tonight's Agenda is titled "AGENDA & REPORTS DEADLINE" and is comprised of a report containing a motion from the Mayor which was originally proposed and seconded at the Town Council Meeting of 13th October but then adjourned out of due regard for the Town Council's Standing Order 31(b) which states: "A motion permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without

discussion to the next ordinary meeting of the Council and shall not be carried at that meeting unless two-thirds of the councillors present and entitled so vote." Notwithstanding that tonight's ETC meeting was called by the Mayor without advance publicity and without all councillors being internally informed that the meeting would be called prior to the actual Agenda publication itself, bearing in mind that tonight's (October 27th) meeting is neither the next ordinary meeting, nor - as an Extraordinary Town Council Meeting - even an ordinary meeting at all, on what grounds in compliance with Standing Orders has the Mayor sought to present for voting and discussion his motion in advance of "the next ordinary meeting of the Council" which in accordance with Standing Orders - and as would have been routinely expected at the previous meeting - can only be November 10th and not 27th October or any other date as no ordinary meeting can be introduced prior to "the next ordinary meeting of the Council"?

The Mayor responded that Cllr S Parnes was entirely right and the item would be added to the next Town Council meeting scheduled to be held on Tuesday 10th November.

WTC185/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC186/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO 20/02280/HHD 7 St Andrews Square, Woodstock
Conversion of existing window into an external door

Ref: APPLICATION NO 20/02281/LBC 7 St Andrews Square, Woodstock
Alterations to convert an existing ground floor window into a doorway

RESOLVED: WTC acknowledge and support the Conservation Officers comments.

Due to Cllr S Parnes experiencing technical difficulties the Council agreed that he would try to reconnect to the meeting via a different device. The Council agreed to move onto Agenda Item 8 - Remembrance Sunday Covid-19 Policy whilst Cllr S Parnes resolved the difficulties with his computer audio equipment.

WTC187/20 REMEMBRANCE SUNDAY COVID-19 POLICY:

Cllr E Poskitt provided Council with an overview of the possibility of having a small procession and wreath laying ceremony on Remembrance Sunday before proposing the following motion which was seconded by Cllr J Cooper:-

that WTC looks positively and creatively at managing the civic aspects of the Remembrance event on 8th November 2020

Cllrs J Cooper and L Burnham both offered to help out with setting up the event.

The Mayor confirmed that he was hoping to be available to lay a wreath but would not attend the Church service.

VOTE: For: 11 Against: 0 Abstaining 0

RESOLVED: The motion was carried

WTC188/20 PLANNING (CONTINUED):

Ref: APPLICATION NO 20/01817/FUL Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock

Installation of Net Zero Carbon project comprising Photo Voltaic solar array (PV Array), Battery Electrical Storage System (BESS), connecting cables, substation, heat pump, water source heat collector pipework, connecting pipes, removal of substation in Palace undercroft and associated works.

Ref: APPLICATION NO 20/01818/LBC Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock

Internal and external alterations as part of installation of Net Zero Carbon project including heat pump and associated pipework and cabling within the palace undercroft.

Cllr S Parnes provided a brief overview of his paper.

The first motion proposed by Cllr S Parnes was not seconded and was therefore not progressed.

Cllr S Parnes proposed the following motion (proposal 2a within his paper) which was seconded by Cllr T Redpath:-

It is proposed the Full Council confirm and notify the Planning Authority specifically as to whether or not it supports Application 20/0817/FUL.

Cllr T Redpath requested a named vote.

VOTE:	For:	8	Cllrs S Parnes, M Parkinson, P Jay, E Poskitt, J Cooper, U Parkinson, S Rasch & L Burnham
	Against:	2	Cllrs T Redpath & P Redpath
	Abstaining:	1	Cllr A Grant

RESOLVED: The motion was carried.

Cllr S Parnes proposed the following motion (proposal 2b within his paper) which was seconded by Cllr T Redpath:-

That the Town Council include in, or add a submission to the Application, supporting London Oxford Airport's recently submitted comment drawing attention to the fact that the proposed development is located approximately 1.7 miles from the centre of the runway, and that "some reassurances on the specification of the intended PV panels to be used would be of interest. Peripheral structure, framework etc. would be best if treated with matt, non-shiny, minimal glint finishes." The Council should also draw the Planning Authority's attention to potential airspace activity involving traffic that may be associated with RAF Brize Norton and users of Enstone Airfield, which should therefore also be consulted and considered.

A vote was taken

VOTE:	For:	6	Against:	3	Abstaining:	2
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RESOLVED: The motion was carried.

Cllr S Parnes proposed the following motion (proposal 3 within his paper) which was seconded by Cllr M Parkinson:-

That, (a) as considerations on options for installation of solar panels on the Community Centre have been intermittently resurrected, including very recently, during the past eight years or more; and (b) as grant of the Application would result in a large-quantity of solar panel procurement for local installation, the Town Council shall convey to the Applicant and Planning Authority its request for - and interest in - consideration in principle for any potential opportunities to benefit from a 'buy-in' or contribution/gifting of extra solar panels and/or installation services for the Community Centre.

VOTE: For: 4 Against: 5 Abstaining: 2

RESOLVED: The motion fell.

Ref: APPLICATION NO 20/01817/FUL Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock

Installation of Net Zero Carbon project comprising Photo Voltaic solar array (PV Array), Battery Electrical Storage System (BESS), connecting cables, substation, heat pump, water source heat collector pipework, connecting pipes, removal of substation in Palace undercroft and associated works.

Ref: APPLICATION NO 20/01818/LBC Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock

Internal and external alterations as part of installation of Net Zero Carbon project including heat pump and associated pipework and cabling within the palace undercroft.

RESOLVED: WTC felt that WODC should be aware that the one allotment being lost is where the water tap is located and the remaining allotments will still require access to a water supply. The applicant should cover the cost of relocating the water supply.

Woodstock Town Council also resolved that there should be a thorough independent investigation of the archaeological aspects and all the issues Oxfordshire County Council have brought up should also be thoroughly investigated.

WTC189/20 HELP HUB CHRISTMAS:

Cllr E Poskitt provided the background to her report and advised that the Help Hub were hoping to offer friendly phone calls, carol singing, and a Christmas meal in St Mary's Magdalene Church for residents of Woodstock and Bladon who may be lonely or isolated. She said that any ideas and offers of help with publicising the event so vulnerable residents are aware of it and would be welcome.

Cllr E Poskitt proposed the following motion which was seconded by Cllr Cooper:-

that WTC gives its moral and, where possible in persons or other ways, its physical support to the project.

A vote was taken.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC190/20 COVID SECURE POLICY & RISK ASSESSMENT FOR HIRE OF COUNCIL PROPERTIES (TOWN HALL AND COMMUNITY CENTRE):

Cllr E Poskitt proposed the following motion which was seconded Cllr Burnham:

That Councillors read the papers, inwardly digest them, raise amendments they would like to see in the policy and its associated documents, agree those amendments and then approve the policy and associated documents thus facilitating re-opening of the venues to hirers with approvable risk assessments for their use of the building.

A lengthy discussion followed which included effectively using the Council website and the Council's presence on Social Media. A number of Councillors expressed their views and opinions.

Cllr A Grant had a lengthy list of issues that she felt required addressing which she suggested sending to Cllr E Poskitt and between themselves and the Mayor that they would ensure the risk assessments and policies would be updated accordingly to include them.

The Mayor proposed to include Agenda Item 12 Covid-Secure Risk Assessments For Town Council Employees with Agenda Item 11 and requested that Council give delegated power to the working group for amending the policy and risk assessments.

Cllr P Jay proposed the following motion which was seconded by Cllr J Cooper:-

- 1. Council approves the policy of COVID secure policy and all risk assessments embodied in the papers circulated at the meeting tonight.*
- 2. Delegates to Cllrs E Poskitt, A Grant and the Mayor authority to make small technical corrections for reasons of style and clarity.*

Cllr E Poskitt and L Burnham stated they were happy to rescind the original motion in favour of the motion proposed by Cllr P Jay which was seconded by Cllr J Cooper.

Cllr S Parnes proposed the following amendment to Cllr P Jay's motion which was seconded by Cllr L Burnham:-

that in addition to points 1 & 2 the Town Council will communicate to the hirers the fact the working group will be convening with a view to opening the facilities in due course and that the Council apologise for any confusion until this time.

Cllr S Parnes requested a named vote and the vote was taken.

VOTE:	For:	2	Cllr S Parnes & L Burnham
	Against:	9	Cllrs P Jay, M Parkinson, A Grant, T Redpath, P Redpath & S Rasch, E Poskitt, J Cooper & U Parkinson
	Abstaining:		

RESOLVED: The amendment to the motion fell.

A vote was then taken on Cllr P Jay's motion which was seconded by Cllr J Cooper:-

- 1. Council approves the policy of COVID secure policy and all risk assessments embodied in the papers circulated at the meeting tonight.*

2. *Delegates to Cllrs E Poskitt, A Grant and the Mayor authority to make small technical corrections for reasons of style and clarity.*

VOTE: For: 9 Against: 1 Abstaining: 1

The final versions of the policy and risk assessments be brought back to a future Council meeting for Council to note.

The meeting closed at 9.18pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 10th NOVEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)	Cllr A Grant (Deputy Mayor)
Cllr L Burnham	Cllr J Cooper
Cllr P Jay - joined the meeting at 7.52pm	Cllr S Parnes
Cllr U Parkinson	Cllr E Poskitt
Cllr S Rasch	Cllr P Redpath
Cllr T Redpath	Cllr E White

ALSO IN ATTENDANCE: The Clerk, CCllr Ian Hudspeth and 5 members of the public.

WTC191/20 APOLOGIES FOR ABSENCE:

There were no apologies for absence received.

WTC192/20 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.
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Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
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WTC193/20 PUBLIC PARTICIPATION SESSION:

None.

WTC194/20 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 13th OCTOBER 2020:

The Clerk confirmed that all suggested amendments to the minutes submitted via email prior to the meeting had been actioned and an updated copy of the draft minutes which included all amendments circulated to Councillors.

The Clerk informed Council that the page numbers of the minutes of the meetings held on Tuesday 1st, Tuesday 8th and Tuesday 29th September were incorrect but had now been corrected and correlate with the page numbers of the draft minutes of the meeting held on Tuesday 13th October.

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 13th October 2020 were a true record of the meeting with the following amendments:-

Page 88	WTC176/20	paragraph 13, line 2 - remove the strike-through of the following text 'and included a seconder unless it is just to be noted' and put the text in italics.
		paragraph 15 lines 1 to 4 , - remove the strike-through of the text and put the text in italics.

WTC195/20 REPORT FROM THE TOWN CLERK:

The Council approved the office closure for the Christmas period from Thursday 24th December through to Monday 4th January 2021. No funerals will be conducted whilst the office closed.

The Council asked the Clerk to seek clarification over from which budget the cost of the replacement laptop for the Responsible Financial Officer should come. This matter to be brought back to the November Budget meeting for consideration.

WTC196/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council without question or comment

The District Councillors' report was received by Council. Two questions were raised regarding the Woodstock Parking Review Report which is due to be discussed at the December Cabinet meeting. Cllr J Cooper responded to both questions.

WTC197/20 COMMUNICATIONS:

The Mayor proposed the following motion which was seconded by Cllr A Grant:-

that the December Town Council meeting is moved back a week to Tuesday 15th December as the new Clerk will have only just arrived in post on Tuesday 1st December and this would allow her time to settle into her position before having to prepare the meeting agenda.

A vote was taken.

VOTE: For: 9 Against: 0 Abstaining: 2

RESOLVED: The motion was carried.

The Clerk asked the Council who would be responsible for updating the Council website whilst the Administrative Assistant was signed off sick.

Cllr L Burnham offered to undertake the task until the Administrative Assistant returned to work.

The Council unanimously accepted his offer.

The issue of covering the Administrative Assistant's work whilst she was signed off work was raised. As the office and venues were not open it was felt that that the Clerk could cover her work until Council had a better indication of how long the Administrative Assistant would be off sick.

The Clerk requested that the Council formally communicate with her with regard to her leaving date and outstanding holidays owed as she had been advised in a telephone conversation that her leaving date had been brought forward to Tuesday 1st December but had not received any written communication from the Council since her resignation was accepted on Monday 14th September.

WTC198/20 QUESTIONS:

The following question submitted by Cllr S Parnes was presented to Council:-

"In the week before this meeting, public amenities owned by the Town Council have been attacked in incidents of criminal damage; for example the form of racist wording and white supremacist hate symbols at the New Road Play Area, and destructive vandalism rendering unusable an over-water bridge at the Watermeadows nature reserve. In the preceding week, the Woodstock Town Football Club facility was the target of break-in and vandalism in the most recent episode of a string of destructive events targeting that site. Rather than continue to stay "shtum" as such incidents continue, will the Town Mayor now speak out and issue a strongly worded notice clearly recording the Council's disgust, to be placed in a prominent place, to make it clear that the perpetrators are unwelcome in the Town and should turn themselves in to the Police and seek qualified and/or pastoral help for whatever drives them to commit such cowardly, dangerous and destructive actions?

The Mayor responded that he had considered putting a statement on the 'We Love Woodstock' facebook page but had decided to circulate some words to the Councillors for approval before formally making a statement on behalf of the Council. He said that he would be happy to write a statement but would equally welcome suggestions of the wording for a statement from Councillors.

WTC199/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

Cllr P Jay joined the meeting at this point.

WTC200/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/02837/HHD 34 Blackberry Way, Woodstock
Erection of front porch.

RESOLVED: that WTC has no objection to this application.

- a) Ref: APPLICATION NO: 20/02614/ADV 30A High Street, Woodstock
New fascia signage to be installed to replace existing, as well as a new projecting sign to be installed to replace the existing like for like. Existing timber fascia to be redecorated, with new pin-mounted letters to be fixed directly back onto fascia.

Ref: APPLICATION NO: 20/02613/FUL 30A High Street, Woodstock
Existing retail unit to be refurbished internally to convert into new gelato store. New signage to be installed to the shopfront, including minor decoration to the shopfront fascia and framework, and a new projecting sign to replace the existing signage.

Ref: APPLICATION NO: 20/02615/LBC 30A High Street, Woodstock
Existing retail unit to be refurbished internally to convert into new gelato store. New signage to be installed to the shopfront, including minor decoration to the shopfront fascia and framework, and a new projecting sign to replace the existing signage. New fixtures, finishes and lighting to be installed internally.

RESOLVED: that WTC has no objection to this application providing there is no objection from the Conservation Officer.

Due to Cllr P Jay experiencing technical difficulties the Council agreed to move Agenda Item 11 back slightly to allow him time to resolve those difficulties and rejoin the meeting.

WTC201/20 AGENDA & REPORTS DEADLINE:

Cllr M Parkinson proposed the following motion which was seconded by Cllr A Grant

WTC Resolves that the deadline for requesting an item be put on the agenda is 12midday 5 working days prior to the meeting date. The deadline for submission of an agenda item paper is 11am 4 working days prior to the meeting date. (as our meetings are usually held on a Tuesday this would result in the Wednesday before).

This paper must include a recommendation or a proposal and included a seconder unless it is just to be noted.

If a paper has not been submitted for an agenda item by this deadline then the item is to be removed from the agenda before it is circulated and posted in the public arena.

Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information (this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. This must be additional information only and not a full paper

Cllr E Poskitt suggested removing paragraph 4.

Cllr T Redpath suggested the following amendment to the paragraph 4 of the motion:-

Any additional information relating to an agenda item must be circulated by the originator of the information be it a Councillor or the Clerk providing the additional information (this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. This must be additional information only and not a full paper

The amendment was accepted by Cllrs M Parkinson and A Grant.

Cllr S Parnes requested a named vote and expressed his concerns relating to the content of the motion and the consistency of practice within the Council including a motion having to be seconded for a motion prior to the meeting.

A discussion followed during which a number of Councillors expressed their opinions before a named vote was taken.

VOTE:	For:	10	Cllrs T Redpath, P Redpath, A Grant, E Poskitt, J Cooper, S Rasch, M Parkinson, L Burnham, P Jay & U Parkinson
	Against:	2	Cllr S Parnes & E White
	Abstaining:	0	

RESOLVED: The motion was carried.

WTC202/20 WTC PROPERTY PORTFOLIO:

Cllr A Grant drew to Council's attention that the Community Centre Car Park area urgently needed to be resurfaced and confirmed that she had requested £12,000 to be allocated for the work within the budget for 2021/22.

The property report was noted without question or comment.

WTC203/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2020:

- i) To approve the List of Payments for October 2020 totalling £14,318.46 – The Council **resolved** to approve the payments made in October 2020.
- ii) To approve the Bank Reconciliation for October 2020 – The Council **resolved** to approve the Bank Reconciliation for October 2020.
- iii) To receive and consider the Income and Expenditure statements for October 2020 – The Council **noted** the Income and Expenditure statements without query or comment.
- iv) To receive and note the monthly update of the spreadsheet for information. The monthly project monitoring spreadsheet was **noted** by Council.

WTC204/20 ENVIRONMENT - RECENT TREE INSPECTION REPORT – ONGOING MANAGEMENT:

Cllr L Burnham provided a brief overview of his report before proposing the following motion which was seconded by Cllr P Redpath:-

In order to better facilitate the undertaking of this work across all survey areas, it is proposed that the Council allocates a single budget in 21/22 for all tree works and following a tendering process, a contract is awarded to one company to undertake all of the identified high and medium priority work items (excluding those able to be undertaken by the Wychwood Project under the existing Watermeadows maintenance agreement).

The successful contractor should undertake the necessary work as soon as possible, subject to authorisation by the Town Clerk and available budgets. There will be no need to gather quotes and come back to the town council for approval of individual work items – making for much more efficient ongoing management of the tree works and hopefully ensuring the timely completion of the works.

A brief discussion followed before a vote was taken.

VOTE: For: 12 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

The meeting closed at 8.32pm

**MINUTES OF THE BUDGET MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 24th NOVEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr E Poskitt
Cllr P Redpath
Cllr E White

ALSO IN ATTENDANCE: The Clerk and one member of the public.

WTC205/20 APOLOGIES FOR ABSENCE:

Cllr P Jay and Cllr I Hudspeth

WTC206/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 8 Planning: Personal interest as he is a member of WODC Planning Sub-Committee

Cllr E Poskitt

Item 8 Planning: Personal interest as she is a member of WODC.

Cllr E White

Item 8c Planning: Owner of the property under review

WTC207/20 PUBLIC PARTICIPATION SESSION:

None.

WTC208/20 MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 27th OCTOBER 2020 AND THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 10th NOVEMBER 2020:

The Council **resolved** that the minutes of the Extraordinary Town Council meeting held on Tuesday 27th October 2020 were a true record of the meeting.

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 10th November 2020 were a true record of the meeting with the following amendments:-

Page 88 **WTC198/20** line 4 - the word Water Meadows amended to read as one word Watermeadows.

WTC209/20 COMMUNICATIONS:

The Mayor provided Council with a oral update on the transition between the current Clerk leaving and the new Clerk taking up the post.

WTC210/20 QUESTIONS:

There were no questions.

WTC211/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC212/20 BUDGET 2021-22

The Council could not agree on accepting the motion proposed by the Council member for Finance within the 21-22 Budget Report.

Cllr T Redpath proposed the following motion which was seconded by Cllr A Grant:-

To look again at the £10,000 for the trees. Add £5,000 for the ROSPA report on the riverbank, to add to the £5,000 (Mill Stream Bank Repairs) that will be carried forward from the current year. To consider what Cllr A Grant says is an underspend of £7,000 (from 2-4 Market Street Repairs) so that there is a recalculation on how this would actually affect the precept and how much that would mean to the individual council payers and bring it back to the December meeting.

The following suggested bids from the original budget proposal will be included:

Community Centre Car Park repair - £12,000

Internal Painting at Community Centre - £4,000

2 Park Street exterior painting - £2,000

Xmas lights – additional lights, tree lights and a star (£1,500 & installation of 4 remote control transmitters installed inline to the existing Christmas tree supplies £1,198.90 & Supply of 4 fobs to control transmitters £165.60 – extra amount on top of normal £7,500 annual budget - £2,800

A vote was taken.

VOTE: For: 9 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

WTC213/20 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 20/02503/HHD 48 Oxford Street, Woodstock

Erection of rear ground floor extension with glazed roof along with an infill extension to form link to existing outbuilding. Conversion of the existing single storey outbuilding to create extra living space. Construction of roof canopy above front entrance doorway. (Retrospective)

Ref: APPLICATION NO: 20/02504/LBC 48 Oxford Street, Woodstock

Internal and external alterations to include the erection of a rear ground floor extension with glazed roof and an infill extension to form link to existing outbuilding. Changes to the internal ground and first floor layouts. Conversion of the existing single storey outbuilding to create extra living space. Construction of roof canopy above front entrance doorway. (Retrospective)

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/03014/HHD 10 Rectory Lane, Woodstock

Conversion of garage into habitable space and addition of single storey rear extension. Addition of parking to rear of property

RESOLVED: that WTC has no objection to this application.

As Cllr E White had declared an interest due to owning the property she left the meeting at this point.

Ref: APPLICATION NO: 20/02772/HHD 11 High Street, Woodstock

Restoration works to include demolition of existing, and erection of replacement, two storey rear extension.

Ref: APPLICATION NO: 20/02773/LBC 11 High Street, Woodstock

Internal and external restoration works to include demolition of existing, and erection of replacement, two storey rear extension with changes to internal layout and fenestration.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/02726/HHD 32 High Street, Woodstock

Removal of existing conservatory and study. Erection of single storey extension to enlarge existing kitchen and create a new home office with link between the two.

Ref: APPLICATION NO: 20/02727/LBC 32 High Street, Woodstock

Internal and external alterations to remove existing conservatory and study, erection of single storey extension to enlarge existing kitchen and create a new home office with link between the two. Replacement windows and doors and changes to layout of first floor bathroom facilities.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/02762/HHD 2 Ashford Close, Woodstock

Erection of single storey rear extension.

RESOLVED: that WTC has no objection to this application but would like to point out the fact the building was the old garage and it was specifically part of the planning conditions that they be kept as workshops to try and retain some employment opportunities in the area.

WTC214/20 2-4 MARKET STREET:

The Council approved the payment of the final invoice for the work carried out on the properties.

The meeting closed at 8.52pm

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 15th DECEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr L Burnham
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CClr Ian Hudspeth and 4 members of the public.

Cllr M Parkinson proposed the following motion which was seconded Cllr A Grant:

“that the council suspend Standing Order SO3Bi”

Standing Orders had been breached because not all members had received the agenda papers supporting papers leaving the required three clear working days. C Carruthers advised that this was due to a hand over technicality and unclear instructions within the office, she advised that the hard copy packs had been held up with the Christmas post and she was unaware that the electronic papers needed to be circulated by her. This was rectified on the Friday, she also noted that the Agenda has been issued within the statutory timeframe. Cllr S Parnes recommended that due to the noncompliance of this Standing Order the meeting should not take place and be rescheduled, he concluded by requesting a named vote.

VOTE: For:	7	Cllrs T Redpath, P Redpath, M Parkinson, L Burnham, U Parkinson, A Grant, S Rasch.
Against:	2	Cllrs P Jay, J Cooper.
Abstaining:	2	Cllrs S Parnes, E Poskitt

RESOLVED: Motion was carried and SO3B1 was suspended.

WTC204/20 APOLOGIES FOR ABSENCE: Cllr E White.

WTC205/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Item 12iv (iii) Grant Applications: Personal interest as he is a member of the Youth Club Committee.

Cllr E Poskitt

Item 10 Planning: Personal interest as she is a member of WODC.

Cllr A Grant

Item 12iv (iii) Grant Applications: Personal interest as she is a member of the Youth Club Committee.

WTC213/20 PLANNING:

Council considered the following applications and their responses are shown below:-

APPLICATION NO: 20/02600/FUL – Bladon Chase Caravan Park, Bladon, Woodstock

Re-organisation and upgrade of the existing Caravan Club Site to include the removal of 92 touring caravan pitches and demolition of existing site buildings, construction of replacement facilities and maintenance/housekeeping buildings with provision of static accommodation in the form of 36 Holiday Lodges.

VOTE: For: 7 Cllrs T Redpath, P Redpath, U Parkinson, A Grant, S Rasch, S Parnes, J Cooper
Against: 1 Cllrs M Parkinson.
Abstaining: 3 Cllrs L Burnham, E Poskitt, P Jay

RESOLVED: that WTC object to the above planning application regarding planning policies EH2 and EH9; in addition we would like to draw attention and refer to Pre-Application Advice Letter - containing some very important observations and OCC submissions (with extensive objections)

Ref: APPLICATION NO: 20/0307/HD – 28 Blackberry Way, Woodstock

Formation of habitable room in roof space with front and rear Velux roof lights.

RESOLVED: that WTC have no objection to this application.

Ref: APPLICATION NO: 20/03231/HD – 41 Flemings Road, Woodstock

Alterations and erection of single story rear extension.

RESOLVED: that WTC have no objection to this application.

WTC214/20 NEIGHBOURHOOD PLAN – GREEN spaces:

Cllr T Redpath provided the council with the draft report on Green Spaces prepared by Troy Planning.

RESOLVED: The council accepted and approved the report with all voting in favour.

Cllr P Jay expressed personal thanks to Cllr T Redpath for her time and efforts with this

WTC215/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2020:

- i. To approve the list of payments totalling £41,338.73 made in the month of November 2020 – The Council **RESOLVED** to approve the payments in December 2020.
- ii. To approve the Bank Reconciliation for November 2020 – The Council **RESOLVED** to approve the Bank Reconciliation for November 2020
- iii. To receive and consider the summary and detailed income & expenditure statements for November 2020 – The Council **NOTED** the Income and Expenditure statements without query or comment.

iv. Budget 2021-22 and Setting of the Precept:

- (i) To approve Additional Budget Paper for 2021-22 with the amendments from the November Budget Setting meeting. C Carruthers proposed that additional finances be made available to update the Councils IT infrastructure. The effect of this was explained to the Members and Cllr P Jay proposed the amended motion, seconded by Cllr M Parkinson.

“to approve a revised budget to include the additional £22,800 to bring the Precept demand to £122,800. This equates to £78.56 per house per annum charge an increase of £15.20 per house per annum”

VOTE: For: 9 Against: 1 Abstaining: 1

RESOLVED: the motion was carried

- (ii) To review and approve the quotations received for two new laptops, from Triumph Technologies £ 2,211.12 plus VAT and Horizon Telecom + Data Ltd @ £1,834.80. Cllr M Parkinson proposed to approve Horizon Telecom, seconded by Cllr A Grant.

RESOLVED: To proceed with the Horizon Telecom + Data Ltd @ £1,834.80.

- (iii) The following Grant Applications for 2021-22 were received and discussed with Cllr A Grant proposing the following table, seconded by Cllr P Jay.

Name	Amount Donated (£) 2020/21	Amount Requested (£) 2021/22	AGREED Amount (£) 2020/22
1. Woodstock Scouts and Guides	500.00	960.00	600.00
2. Volunteer Link	100.00	200.00	200.00
3. Woodstock Youth Club	800.00	2000.00	800.00
4. CAB West Oxfordshire	200.00	300.00	200.00
5. Sustainable Woodstock	300.00	660.00	200.00
6. Woodstock Social Club	None	1500.00	None
7. Mock Mayor	500.00	1000.00	500.00
8. Woodstock Ladies Circle	150.00	850.00	200.00
9. Woodstock Town under 15's FC	None	300.00	300.00
	2550.00	7770.00	3000.00

It was felt that Woodstock Social Club were categorised as a business and do not qualify for community grant.

VOTE: For: 7 Cllrs A Grant, P Jay, U Parkinson, M Parkinson, L Burnham, E Poskitt, J Cooper

Against: 2 Cllrs S Parnes, S Rasch.

Abstaining: 2 Cllrs T Redpath, P Redpath.

RESOLVED: The motion was carried and the amounts in the fourth column be awarded.

WTC216/20 REVIEW OF HALL HIRE AND ROOM CHARGES:

The members had been circulated with the current price list for hiring the facilities. C Carruthers noted that she thought the prices were fairly low in comparison to neighbouring Parishes’.

It was **AGREED** that a full exercise would be carried out to compare rates against other local facilities and to ensure we are charging the correct commercial rates when applicable, in addition to this a full assessment of whether or not a price increase is economically viable.

WTC217/20 PROPERTY PORTFOLIO:

Cllr A Grant proposed the following motion, seconded by Cllr M Parkinson:

“WTC agrees that Breckon and Breckon be instructed to seek quotes for the necessary remedial works on the Community Centre Car Park with a view to the work being carried out during Spring 2021”

RESOLVED: The motion was carried

WTC218/20 POLICIES for ADOPTION:

Proposer Cllr M Parkinson, seconded by Cllr A Grant.

- (i) *“ Annual Leave Policy be approved and adopted”*
- (ii) *“ Flexitime Policy for the Clerks position be approved and adopted”*

RESOLVED: The motions were carried.

The meeting closed at 9:41pm

Chair:

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th JANUARY 2021
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr I Hudspeth, Neil Clennell (Wychwood Project) and 16 members of the public.

WTC219/20 APOLOGIES FOR ABSENCE: None.

WTC220/20 DISCLOSURES OF INTEREST:

Cllr U Parkinson

Item 6: Fallen tree

Cllr E Poskitt

Item 11 Planning: Personal interest as she is a member of WODC.

Item 6: Trees: Currently using TCT Ltd for her willow trees.

Cllr J Cooper

Item 11 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

WTC221/20 PUBLIC PARTICIPATION SESSION:

Ed Creasey of 51 Brook Hill and James Pain of 37 Brook Hill addressed the meeting in relation to residents report circulated following the floods of the 24th December 2020.

A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC222/20 WATERMEADOWS FLOODING:

Cllr M Parkinson proposed the following motion seconded by Cllr S Parnes

“Woodstock Town Council agrees to request a ‘post mortem’ of this particularly significant flood incident be carried out by an identified, appropriately qualified body to ascertain if possible what the cause(s) of the flooding could have been and identify ways in which Woodstock Town Council as property owners can act in order to minimise the risk or prevent this type of flooding occurring again”.

C Carruthers read aloud the following email from James Crozier OCC’s Emergency Planning Officer

OCC Highways:

From a highways point of view, many of the issues experienced over that period were as a result of water flowing from adjacent land in addition to full water courses so our highway drains in many cases would not have had anywhere to discharge into. Our highways team were not aware of any requests for sandbags, although this may have gone to WODC. Generally, our highways team will supply to properties that are at risk of imminent flooding from highway surface water

predominantly. Issues with flooding from water courses are generally referred to the EA. The water course which caused difficulties is managed by the environment agency and so you may wish to have a conversation with the EA about this.

Environment agency:

Rainfall

The nearest rainfall gauge currently working correctly is at Chipping Norton, and this recorded 43.7mm of rainfall on 23/12/20. Other nearby gauges recorded 60mm of rain. This is very significant rainfall, especially over such a short period, and caused property flooding elsewhere in Oxfordshire and Gloucestershire. There was further rainfall as a result of Storm Bella on Boxing Day. Overall the catchment recorded 192% of the average long term rainfall in December. This gauge also recorded 100mm of rain during Storm Alex at the start of October and this is relevant for the antecedent conditions mentioned below.

Levels

Levels peaked at 6:20am on 24/12. The gauge recorded the river being out of banks from late morning on 23/12/20, and it is still just out of banks, although there may also be significant lying water remaining in fields. This peak was the same level as seen in October following storm Alex.

Flood alert

Our flood alerts warn of rivers coming out of banks where internal property flooding is not expected. Internal property flooding is defined as flooding of homes, and this doesn't include outbuildings, garden buildings, or detached garages. We issue flood warnings where internal property flooding is expected. We have no records of any internal property flooding in Woodstock which accords with the emails in the chain below.

The flood alert covers the whole of the Glyme and Evenlode catchment so may reflect flooding elsewhere in the catchment. The alert was issued at 08:22 on 23/12/20 and remains in force.

Antecedent conditions

A flood alert was issued on 3/10/20 following the significant amount of rainfall received during Storm Alex. In October more than 200% of the long term average rainfall was recorded, and as a result the catchment was saturated and there was no capacity in the soil from the end of October.

OCC Emergency Planning Unit

As you mentioned, we forwarded the flood warnings to you and you posted these on your website. We can also offer support around writing community emergency plans and providing community resilience bags for vulnerable households in the town area.

Thames Water

Our colleagues at Thames Water have attempted to contact you regarding the manhole cover which is damaged. If you could liaise with James Lamb (cc'd) then a team can attend and inspect the cover.

Neil Clennell (Wychwood Project) advised that the site is a water meadow and has worked adequately in the past. At the time the current houses were built they were just outside the 1in200 flood zone, which was deemed safe. There also used to be a 3rd channel for water to disperse. The fundamental problem is with the Brook Hill 1m concrete pipelines that exit at the lake which are not enough after such a volume water. There is planning to tidy it up and remediate the problems with the banks. They do try and clear the area on a regular basis and on several visits the grills have been clear. General maintenance is undertaken by them, but the large jobs are sub-contracted out. In terms of going forward, Neil is happy to discuss how the water meadow is managed if required. Neil does not accept that anything that they have done has any significant changes of the flood pattern or

pulse, this was just a very big event over the South of England. Environment Agency and County Council need to be involved to discuss the issue with the channels.

Cllr M Parkinson has asked for a separate meeting to discuss the issues raised. Neil has agreed for another further meeting (with a final conclusion to be meeting the issues made). There are significant ecological reasons for why and how the land is managed all of which can be explained. Cllr E Poskitt raises the point of having an emergency plan for any future such events. Cllr T Redpath would like to suggest that the role of WTC is to facilitate a conversation with the Environment Agency, Blenheim and OCC and then discuss with residents what can be done in the future and as climate changes occur (i.e., barriers/raising banks). Cllr P Redpath reminds us that one of the grills has been removed which did make a difference. The Mill Stream and ditch by Green Lane have been filled in therefore removing the run-offs. There is some personal responsibility to be taken by the residents due to landscape and building changes.

Motion raised by Cllr M Parkinson amended to

“Woodstock Town Council agrees to request a ‘post mortem’ of the flooding event with a detailed dissection of the specific details and to prevent any dramatic impact in the future with the input of expert advice and all relevant parties on the matter”

RESOLVED: The motion was carried with all in favour. C Carruthers to arrange a further discussion with Neil Clennell of Wychwood. Cllr P Jay has requested that Cllr M Parkinson responds to all residents who have communicated to the council by letter/email.

WTC223/20 MINUTES OF THE BUDGET SETTING MEETING HELD ON TUESDAY 15th DECEMBER 2020:

The Council **resolved** that the minutes of the meeting on Tuesday 15th December 2020 were a true record of the meeting with the following amendments: -

C Carruthers has asked for the public participation to be removed from the record, and replaced with Mrs Hilary Brown of Sustainable Woodstock, addressed the meeting in regard to the Grants. A hard copy of the update is available (on request via the Clerk) for anybody who would like a copy.

Page 105 **Suspension of SO3B1** Cllr E Poskitt reduce the motion paragraph as agreed with Cllr M Parkinson

Page 107 **WTC210/20** paragraph 2 line 4 - add are, ‘they are...’

WTC224/20 REPORT FROM THE TOWN CLERK:

- i. Solar Farm Planning App 20/01817/FUL
Cllr Parnes requested this be brought back to Full Council at January’s meeting, the application is approved by WODC but he would like us to review WTC’s Resolution and the original Town Council’s decision but also whether the conditions meet WTC’s submissions.
- ii. Green Spaces – Neighbourhood Plan
Troy Planning have instructed WODC to start the SEA/HRA Screening of the plan, once we have reached Reg 14 they will then come back to us with a consultation response, this can hopefully run concurrently avoiding delays. The plan then goes out for 5 weeks consultation with Environment Agency, Historic England and Natural England.

iii. Flower Tubs – War Memorial

Cllr E Poskitt has requested the below quote for work to be done in the garden at the War Memorial in her role as member of Bloom. David Doherty is familiar with the War Memorial garden as he tidies up this garden at specific times of the year, such as before Remembrance Sunday and has kindly supplied the below quotation which I am happy to approve under my delegated powers.

“Remove 2 Berberis, 2 Potentillas, 2 Conifers and all of the Ivy

The total cost is £248.00.

I suggest that we do the work before the end of February to avoid problems with birds nesting”.

iv. Tree Survey 2020

The survey has been circulated to Boward Trees, Dowdeswell and Colin Briggs requesting them to quote for undertaking the High and Medium risk works.

To date I have received 1 quotation back from Boward, I have chased the other two and will give them until the end of the month.

v. Collapse Tree Tag No. 320 - Field maple at New Road recreation ground

The week between Christmas and New Year the above tree fell during the high winds into the garden of 15 Cadagon Park. After trying our three normal contacts, I instructed Town & Country Trees to attend and remove the tree. They have subsequently come back with the attached quotation to finish off the area and make safe.

I am happy to approve this under my delegated powers, but wish to notify the Council of the work.

vi. Urgent Business

As per the Government Guidelines the Officers are working from home or attending the Town Hall at limited intervals. I would like to request that business during the Council meetings are kept to urgent business and that any matters that can wait, are left until we are operating in more of a normal capacity. I have attached the notice from 21st April 2020 as a reminder.

WTC225/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council without question or comment. Cllr Ian Hudspeth had circulated his thoughts regarding the current pandemic situation and the budget which is going to cabinet next with and the meeting on the 9th February. Cllr A Grant raised concerns about residents who have been in contact regarding getting to Islip for Covid-19 vaccinations and therefore is there anything that can be done in respect of advertising the free car service available. The GP surgery need to be informed to advertise more prominently. Cllr A Grant will give C Carruthers the contact number to be circulated to all members of the council if residents do get in touch. Cllr E Poskitt also suggested residents can use the 'Volunteer Link Up' (which does charge by the mile). Also, 'Better Care Fund' used to join up health, care and social services which means more people can recuperate at home. Cllr J Cooper asked about using Kidlington vacant buildings as vaccination centre, Cllr I Hudspeth confirms that it is completely the NHS who decide on locations without consultation. Cllr S Parnes asked about parking charges in the OCC area for keyworkers etc. Cllr I Hudspeth confirms charges were suspended in the previous lockdown but at the moment there is no plan to bring this back and also that enforcement is still being actioned for the necessary.

The District Councillors' report was received by Council. Cllr M Parkinson has had concerns from residents that the recycling bins are to be removed. Cllr J Cooper confirms that the bin is to be removed but after a consultation only. It would also allow for more parking. Cllr E Poskitt also reported that most of the items can be recycled in domestic bins. It will be assessed and monitored and reinstated if required. Cllr P Jay asks about the parking and the WTC parking policy (instated 2-3 years ago) for stricter enforcement and resident parking plan. Cllr J Cooper has discussed this matter in detail with WODC and would raise the matter again at the WODC Council meeting the next week.

WTC226/20 COMMUNICATIONS:

There were no communications presented to Council.

WTC227/20 QUESTIONS:

There were no questions presented to Council.

WTC228/20 MOTIONS PRESENTED TO THE COUNCIL:

- (i) Resumption of Online Availability of Meeting Background Papers and Reports:
Cllr S Parnes proposed the following motion seconded by Cllr M Parkinson

“Woodstock Town Council RESOLVES that: “In view of the intensified emergency restrictions (commonly perceived as a third lockdown) imposed in January - and towards supporting enhanced public access, convenience, accessibility, timeliness, and transparency – the Town Clerk is requested to resume the Town Hall’s recent practice of posting background papers and reports alongside Agendas online with the statutory three clear delays before each meeting in accordance with the prescribed time in which Council Members are expected to routinely receive these documents. The Council acknowledges with appreciation the Town Hall staff’s previous efforts to facilitate the online availability of these documents and requests the practice continue ~~until and including the beginning of the next municipal year (ie), the May Annual Town Council and May Town Council Meetings) at which time a presumed newly elected full Council can take a view on continuity of it.”~~”

Cllr A Grant requested the strikethrough of the above section of the motion. She proposed the addition of the below paragraph. Cllr Parnes accepted the deletion as above, but did not accept the proposed amendment. He noted that the addition should be treated as a motion in its own right and not be added as a justification for it not being submitted within the specified timescale for it to be added to the Agenda.

Cllr A Grant proposed the members vote on the acceptance of the amendment, seconded by Cllr J Cooper.

“WTC agrees that Agenda items will be restricted to the need of necessity and not include non essential items during the extraordinary conditions our staff is having to work under. This will be under the Clerks jurisdiction whose decision will be final”

VOTE (on amendment): For: 9 Against: 1 Abstained: 0

RESOLVED: The motion was carried, and the amendment included.

A vote for the proposed motion including the amendment was taken, Cllr S Parnes requested a named vote:

VOTE: For: 5 Cllrs A Grant, J Cooper, U Parkinson, S Parnes, M Parkinson.
Against: 3 Cllrs P Redpath, S Rasch, P Jay.
Abstaining: 2 Cllrs E Poskitt, P Redpath.

RESOLVED: The motion was carried

(ii) Co-option for Current Casual Vacancies:

Cllr S Parnes proposed the following motion seconded by Cllr M Parkinson

Woodstock Town Council RESOLVES: “Noting the two recently arising casual vacancies in the Town Council Membership, and the legislated and practical opportunity to co-opt in the remainder of the current 4-year term, towards heightened opportunity for wide representation the Council requests Town Hall progression of the Co-option Policy process without delay, with a view to enabling any applications to be considered in time for a new Councillor to take office for the February meeting (even if an ETC will be required for this purpose).”

VOTE:	For:	2	Cllrs, S Parnes, M Parkinson.
	Against:	7	Cllrs P Redpath, S Rasch, P Jay, A Grant, J Cooper, U Parkinson, T Redpath.
	Abstaining:	1	Cllrs E Poskitt.

RESOLVED: The motion was not carried.

(iii) Christmas Lights in Woodstock

Cllr M Parkinson proposed the following motion seconded by Cllr A Grant

“Woodstock Town Council resolves to formally approach Blenheim Estates and in turn their supplier of the ‘Christmas Lights Trail’ to discuss whether they would be able to aid in the decoration of the Town for the next festive period”.

VOTE:	For:	10	Against:	0	Abstained:	0
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RESOLVED: The motion was carried.

(iv) Open Air Gym

Cllr M Parkinson proposed the following motion seconded by Cllr A Grant

“1) Woodstock Town Council investigates the initial and maintenance costs of an open air gym from (if possible) 3 companies with a view to putting this into the budget for 2022. This may come back to the council for confirmation at a later date.

2) Woodstock Town Council consults with WODC and other relevant parties to ascertain an appropriate location for an open air gym to be established on Town Council land. This may come back to council for confirmation at a later date”.

VOTE:	For:	8	Against:	0	Abstained:	2
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RESOLVED: The motion was carried

WTC229/20 PLANNING:

Council considered the following applications, and their responses are shown below: -

- i. Ref: APPLICATION NO: 20/03057/HHD – 26 Banbury Road, Woodstock
Alterations and erection of single storey rear and side extension

RESOLVED: that WTC have no objection to this application.

- ii. Ref: APPLICATION NO: 34 Westland Way, Woodstock
2 storey side extension and alterations to existing building

RESOLVED: that WTC have no objection to this application.

WTC230/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2021:

- i. To approve the list of payments totalling £17,645.57 made in the month of December 2020 - The Council **RESOLVED** to approve the payments in December 2020.

C Carruthers requests that the RFO no longer uses personal names when processing payments, only to use job descriptions/reason for payment/business names.

- ii. To approve the Bank Reconciliation statement to 23rd December 2020 – The Council **RESOLVED** to approve the Bank Reconciliation for December 2020
- iii. To receive and consider the summary and detailed income & expenditure statements for December 2020 – The Council **NOTED** the Income and Expenditure statements without query or comment.

Cllr P Jay proposed and seconded by Cllr M Parkinson the motion that the Town Council approve the statements i-iii above.

VOTE: For: 10 Against: 0 Abstained: 0

RESOLVED: The motion was carried.

- iv. To receive and approve the Budget review report and spreadsheet – The Council **resolved** to approve the Budget Review. Cllr P Jay raises the point of tax from the residents have not been spent in full, mainly due to the pandemic and this does need to be addressed by year end.

WTC231/20 PROPERTY PORTFOLIO:

Cllr A Grant circulated a Property report detailing the below:

- i. 2 Market Street Retail Unit
The new tenant has agreed the heads of terms but are now deciding what names should be put on the leases as it is a business partnership, it is hoped this will soon be confirmed.
- ii. 4 Market Street
The new tenant moved into the flat on the 1st January 2021.
- iii. 2&4 Market Street
The Sub Water Meters will be fitted to mid January to these properties.
- iv. Community Centre Car Park

Breckon and Breckon will obtain quotes for the work on the Car Park and hopefully work will commence in early spring

The meeting closed at 9:24pm

Chair:

Date:

**MINUTES OF THE MEETING OF
THE EXTRAORDINARY WOODSTOCK TOWN COUNCIL MEETING
ON TUESDAY 26th JANUARY 2021
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)

Cllr U Parkinson

Cllr S Parnes

Cllr T Redpath

Cllr P Jay

Cllr A Grant (Deputy Mayor)

Cllr J Cooper

Cllr E Poskitt

Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, C Carruthers.

WTC232/20 APOLOGIES FOR ABSENCE:

Cllr S Rasch sent her apologies.

WTC233/20 DISCLOSURES OF INTEREST:

There were no disclosures of interest received.

WTC234/20 MOTIONS PRESENTED TO COUNCIL:

Cllr M Parkinson proposed, seconded by Cllr A Grant, that although there were no members of the public present that the Council still approved the exclusion of the press and public so the next agenda item could be treated as confidential.

RESOLVED: That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

The meeting moved into confidential session.

The meeting closed at 8:27pm

Chair:

Date:

**MINUTES OF THE CONFIDENTIAL SESSION OF
THE EXTRAORDINARY WOODSTOCK TOWN COUNCIL MEETING
ON TUESDAY 26th JANUARY 2021
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr U Parkinson
Cllr T Redpath
Cllr S Parnes
Cllr P Jay

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: The Clerk, C Carruthers

The Mayor asked the Clerk and each Councillor to confirm that they were alone in the room from which they were accessing the confidential session.

The Clerk and all Councillors present confirmed they were alone in the room from which they were accessing the confidential session.

WTC235/20 MOTIONS PRESENTED TO COUNCIL:

Cllr U Parkinson proposed the following motion seconded by Cllr M Parkinson

“Woodstock Town Council has every confidence in the decision made by the staffing panel in relation to the handling of the resignation of a former employee”

It is noted that the motion had been amended twice, since its original proposal, firstly to remove the employees name, and then subsequently to remove the employees position and the motion to just read “of a former employee”

C Carruthers had previously circulated a report detailing the grievance. A discussion took place and the motion was out to a named vote.

VOTE: For:	7	Cllrs T Redpath, P Redpath, M Parkinson, U Parkinson, A Grant, J Cooper, P Jay
Against:	1	Cllr S Parnes
Abstaining:	1	Cllr E Poskitt

RESOLVED: Motion was carried.

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 9th FEBRUARY 2021
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)	Cllr A Grant (Deputy Mayor)
Cllr P Jay	Cllr J Cooper
Cllr U Parkinson	Cllr S Parnes
Cllr S Rasch	Cllr E Poskitt
Cllr T Redpath	Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr I Hudspeth and 14 members of the public.

Cllr M Parkinson called the meeting to a minutes silence in honour of Sir Captain Tom Moore

WTC236/20 APOLOGIES FOR ABSENCE: None.

WTC237/20 DISCLOSURES OF INTEREST:

Cllr A Grant	Item 9(i): Personal interest as she is the Secretary of the Youth Club
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee. Item 10(i) Planning: Prejudicial interest as he lives opposite the property under discussion in the application.

WTC238/20 PUBLIC PARTICIPATION SESSION:

Christine Lea addressed the meeting asking how WTC will notify the public in relation to Blenheim's planning application 21/00217/OUT – Banbury Road, Woodstock.
A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC239/20 MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 12th JANUARY 2021 and the MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 26th JANUARY 2021:

Cllr M Parkinson proposed (upon request by C Carruthers), and seconded by Cllr S Parnes

“the minutes of the 12th January be brought back to the March meeting for approval”

C Carruthers noted that she had received several notes from Cllrs asking for amendments and was unable to action these before the current meeting.

Cllr T Redpath stated that she saw nothing wrong with the minutes and that they reflected everything she recalled from the meeting.

VOTE: For:	4	Cllrs J Cooper, U Parkinson, S Parnes, E Poskitt.
Against:	4	Cllrs P Redpath, T Redpath, S Rasch, P Jay.
Abstaining:	2	Cllrs A Grant, M Parkinson.

RESOLVED: To accept the minutes of the 26th January Meeting but bring back the minutes of the 12th January 2021.

Cllr T Redpath proposed, and seconded by Cllr P Redpath that

“both sets of minutes are approved as written by the Clerk”

Cllr S Parnes requested that it be noted that no amendments were invited to be allowed in the above motion.

VOTE:	For:	6	Cllrs T Redpath, P Redpath, U Parkinson, A Grant P Jay, S Rasch.
	Against:	3	Cllrs E Poskitt, J Cooper, S Parnes.
	Abstaining:	1	M Parkinson.

RESOLVED: The motion was carried.

WTC240/20 REPORT FROM THE TOWN CLERK:

- i. Watermeadows update:
Following on from the last TC meeting, Wychwood organised for a contractor to clear the tress debris towards the top end near the grate and close to the Brook Hill houses. C Carruthers advised that more days will be needed and has asked for day rate quotes from other local contractors (who are also familiar with the Watermeadows) along with their availability so we can arrange for further visits. In addition to this, two contractors are quoting for the Mill Stream bank repairs, they are aware of the urgency and the need for this to take place in this financial year. C Carruthers reassured the members that a meeting involving all authorities, companies and residents will take place, she is however waiting for the EA and OCC to confirm their availability.
- ii. Tree Survey's
Quotations have been received from three companies, one was on Sunday, this was insufficient time to review at this meeting, and this item will be brought back to March's meeting.
- iii. Town Hall works – replacement of toilets
C Carruthers authorised Breckon and Breckon to proceed with the refurbishment of the TH toilets, the works are scheduled to start on the 3rd March and last around 3 weeks. This will ensure that the money is spent out of this years (2020-21) budget, where it has been precepted.
- iv. VAT Exemption review
DCK Accounting Ltd have been instructed to undertake a VAT audit for partial exemption. They are sector recognised by HMRC, assessors. The cost for this review is £190.00, C Carruthers agreed the expenditure under her Clerks delegated spending powers. The RFO is dealing direct with them and will report back once it is concluded.
- v. WTC External Communication to the community
Following up on several comments by residents along with monitoring the “We Love Woodstock” Facebook page and the frustration felt by the Brook Hill residents, following the Dec 2020 flooding, it has become apparent that the TC falls slightly short on communicating urgent and important business to the community.
The TC has a website which is regularly updated and maintained by the TC's admin staff but it is clear that people tend to lean more towards social media for sourcing information.

It was confirmed that a motion, to build a TC designed Facebook Page, had already been passed through Council and it was felt that now is the time to go ahead, build and go live with it. The Clerk and Chairman will be the only people to have administration rights to the page, and it is to be used purely for posting important information and notices. Construction of the page will start towards the end of this month.

WTC241/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council without question or comment. Cllr Ian Hudspeth noted the budget proposed at OCC. Cllr A Grant asked about the Elections in May, she enquired whether they would be going ahead, and the amount of nominations that is required to stand for election (2 for Town Council and 10 for District). Cllr I Hudspeth believes that they will only need two, he said the important thing is that people have the democratic right to vote for who represents them and this has already been delayed by a year due to COVID-19. He said the real drive is the democratic drive held over from 2020, he said it is really important that this takes place. He suggested that a postal vote will be the best way forward. Cllr S Parnes asked the cutoff date for postponing the election, Cllr I Hudspeth said it is late in the day, towards the end of March.

The District Councillors' report was received by Council. Cllr J Cooper added that the district had announced that were not using Ryegrass this year as a polling station and are looking for alternative venues. Cllr E Poskitt reported on the 20mph speed limits. She noted that WTC have always supported 20mph on the A44 through Woodstock and an enforceable 20 mph on the A4095 in the curving narrow stretch through Bladon. Given the current climate of encouraging and promoting walking and cycling, proposing 20mph limits on specific sections of already existing roads may be given more attention than in the past. Cllr E Poskitt and Cllr J Cooper proposed a motion to be heard under item 9 of the agenda.

WTC242/20 COMMUNICATIONS:

There were no communications presented to Council.

WTC243/20 QUESTIONS:

Cllr S Parnes asked the following in accordance with Standing Order 8

A popular property lettings website used routinely by the Town Council's property agents and advisors has been listing a vacancy of a Town Council commercial property at Park Street and the contents note the listing was "Added on 16/11/202". An excerpt from the publicly advertised listing accompanied the circulation to members. Question, in order not to circulate the full online listing appears to contain a possible data breach. Based on the referenced published advertisement, please can clarifications be provided openly to Council in relation to:

- i. As the property vacancy listing is indicated to have been "Added on 16/11/2020, why was no update subsequently provided at December or January Town Council meetings.
- ii. If the Agents achieve the published (extraordinary) advertised rent of £14,000 per month or £3,231 per week, then can constituents expect a Council Tax precept rebate?
- iii. Can the Council be assured that all images in the referenced listing on behalf of Woodstock Town Council does not contain a data breach?

Cllr A Grant replied that it had been an obvious mistake by the online listing provider and that WTC did not get involved with the publishing of adverts. Cllr M Parkinson replied to section iii, that this is carried out by the property agents and online listing provider, so no responsibility of WTC.

WTC244/20 MOTIONS PRESENTED TO THE COUNCIL:

i. Woodstock Town Council notes contents of Blenheim’s recently published

Cllr S Parnes proposed the following motion seconded by Cllr M Parkinson

“The Town Council RESOLVES that: “Woodstock Town Council notes contents of Blenheim’s recently published ‘Annual Update 2020’ as distributed to letterboxes throughout the Town (also online at <https://www.blenheim.org/assets/files/downloads/annual-update-2020.pdf>) and in particular recognises with admiration and appreciation the generosity of Blenheim Bursary contributions to numerous groups and services benefitting local and neighbouring residents of all ages and backgrounds, including among others WUFA, Woodstock Youth Club, Girl Guides Woodstock, Sustainable Woodstock, and Citizens Advice.

The Council also formally acknowledges the notable care, communication and logistical efforts undertaken by Blenheim staff and management towards enhancing safety and COVID-security in making Palatial open spaces and other resources available, for Woodstock residents to enjoy during the difficult and challenging pandemic. The Council is grateful for Blenheim’s generous support to our Community and constituency during the past year.”

Cllr Grant proposed the motion be amended to the following, seconded by Cllr U Parkinson.

*“The Town Council RESOLVES that: “Woodstock Town Council notes contents of Blenheim’s recently published ‘Annual Update 2020’ as distributed to letterboxes throughout the Town (also online at <https://www.blenheim.org/assets/files/downloads/annual-update-2020.pdf>) and in particular recognises with admiration and appreciation the generosity of Blenheim Bursary contributions to numerous groups and services benefitting local and neighbouring residents of all ages and backgrounds, including among others WUFA, Woodstock Youth Club, Girl Guides Woodstock, Sustainable Woodstock, and Citizens Advice. **And also extend this thanks to all the Woodstock Community companies, Societies, Clubs, WODC and individual that helped financially for the good of the Woodstock Community***

The Council also formally acknowledges the notable care, communication and logistical efforts undertaken by Blenheim staff and management towards enhancing safety and COVID-security in making Palatial open spaces and other resources available, for Woodstock residents to enjoy during the difficult and challenging pandemic. The Council is grateful for Blenheim’s generous support to our Community and constituency during the past year.”

The basis of her amendment is that she does not believe it is for this council to cherry pick a grant or funding body supporting the Woodstock Community.

Being very involved with fundraising to build the new Youth Club she assured the Council that many other companies, Societies, Clubs, individual and in fact WODC supported this fund raising effort for the young people of Woodstock and surrounding villages. Whether small or large amounts they are all significant in supporting the Woodstock Community, she went on to say that, she could not support this motion selecting just one of the generous donators and propose an amendment to this motion that it includes all the donators that support our community.

Cllr S Parnes did not accept the amendment and requested a named vote on both the amendment and the motion.

A vote was taken on the amendment.

VOTE: For: 6 Cllrs A Grant, U Parkinson, M Parkinson
P Redpath, S Rasch, S Parnes.

Against: 2 Cllrs J Cooper, P Jay.
Abstaining: 2 Cllrs T Redpath, E Poskitt.

RESOLVED: The motion was carried

A vote was taken on the full motion including the amendment.

VOTE: For: 8 Cllrs A Grant, U Parkinson, M Parkinson
S Rasch, S Parnes, E Poskitt, P Jay, J Cooper.
Against: 2 Cllrs T Redpath, P Redpath.
Abstaining: 0

RESOLVED: The motion was carried

- ii. That WTC write to OCC to work together to promote a 20mph zone.
Cllr E Poskitt proposed the following motion seconded by Cllr J Cooper.

“That WTC requests OCC to work with the WTC to promote a 20mph enforceable zone throughout the main residential areas of Woodstock, that is: on the A44 between the Hensington Gate and Rosamund Drive; on the Shipton Road beginning as it currently does before the Marlborough estate but continuing along Shipton Road to Hensington Road; a further imposition from the junction of Banbury Road with Hensington Road stretching towards town. A further restriction should cover the whole of the Hensington estate from the junction of Cadogan Park with the A44. All the side roads and built up areas enclosed by these restrictions including the town west of the A44 and Brook Hill/Green Lane area should be included”.

VOTE: For: 7 Against: 3 Abstained: 0

RESOLVED: The motion was carried.

WTC245/20 PLANNING:

Council considered the following applications, and their responses are shown below: -

Cllr M Parkinson moved to take application 20/03367/HDD – 34 Crecy Hill to the end of the meeting, as Cllr J Cooper has a declared interest.

- i. APPLICATION NO: 20/03534/FUL - 15 Bear Close Woodstock Oxfordshire
Erection of a dwelling

RESOLVED: Objection – on the grounds of policy H6 of the local plan. The application will clearly affect the parking availability and have an overdevelopment bearing on neighbouring properties.

- ii. APPLICATION NO: 20/03520/ADV - Kings Arms Hotel 19 Market Street Woodstock
Replacement sign work to public house/hotel

RESOLVED: Objection – the Town Council expressed concern that the location of the proposed lights will create lighting pollution affecting the area and wildlife.

- iii. REFERENCE NO: 21/00217/OUT - Land North Of Banbury Road Woodstock
Outline application with all matters reserved except for means of access for up to 250 dwellings with community space and car barns together with associated works.

RESOLVED: Objection – The Town Council vigorously objects to this application on the ground of the planning policies EW9, EW5(e), EH7, T3, E6. In addition to these breaches in policies the Town Council wish WODC to note comments made in the Inspectors report on the WODC Local plan, the excerpt being “In the light of the Advice report the Council has proposed further modification to policy EW1e to ensure that housing is focused away from the western part of the site and to restrict its overall capacity to around 180 dwellings, even lower than the report’s suggested figure of 220. This is an appropriately cautious approach, given the importance of ensuring that development of the site would minimize any possible harm to the setting of the WHS/Registered Park and Gardens. The policy wording of “around 180 dwellings” would not definitively rule out a proposal for more dwellings if it could be convincingly demonstrated that this would not cause significant harm”. The Inspector went on to say, various sites submitted expressed concern at the overdevelopment of the historic town of Woodstock be a maximum of 600 houses. We therefore challenge also challenge the quantity of 250 houses, taking the total amount currently applied for to 730 houses in Woodstock.

There is inadequate recognition of the difficulties/dangers created by the points of access for the site, during both the construction phase and the ongoing footfall and traffic once residents have occupied the properties. The bridleway which goes along Green Lane and into which the Green Lane access point will flow is 413/6/10. The National Cycle Route 5 (Reading to Chester but in this section Oxford to Banbury) also goes down New Road, hits Shipton Road more or less where it junctions with Banbury Road and then proceeds down Green Lane and along Green Lane towards Banbury. Increased traffic due to the development and particularly with heavy goods vehicles whilst the site is under construction will impact severely on these foot and cycle paths. Further footpaths along Banbury Road are absent on one or both sides for much of the route. If it is planned that children will walk or cycle to school – which would seem likely due to the closeness of the site – there would have to be MAJOR pavement construction along the whole of the Banbury Road within Woodstock and this would in my view necessitate narrowing the road itself significantly.

If the doctors’ surgery is redeveloped on this site, this will lead to considerable increase in day-time traffic including occasional ambulances as the site will be remote for many of the ‘not so well’ of Woodstock to walk to the site, let alone those patients coming from Stonesfield, Combe, Tackley and other surrounding villages (we are told these non-Woodstock residents are two thirds of the practice) who would have a significant walk from any bus stop. As we understand the surgery if developed here will be in the north-western part of the site, access would seem likely through the Green Lane entrance further creating interference with bridleway and cycle path.

WTC believes access to the Green Lane entrance via Hensington Road or Shipton Road or Brook Hill will be full of hazard – not good. Unless coming from the Banbury end, the Banbury Road access has problems. It is disturbingly close to the corner in the road. Also, the idea of having replacement parking either side of the access point seems daft: it will obstruct views of the road. Why else is parking illegal adjacent to a zebra crossing if not to avoid the situation of a parked car blocking the view both for traffic and for pedestrians.

There must be a detailed construction traffic management plan agreed with WODC and WTC before any construction begins.

- iv. APPLICATION NO: 20/03532/HHD - 38 Shipton Road Woodstock Oxfordshire
Erection of single storey front and side extensions and a two storey rear extension, together with loft conversion to create additional living space.

RESOLVED: Object – The proposed application is overbearing for surrounding properties and the access for builders and construction is not suitable.

WTC246/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2021:

- i. The Council resolved that the list of payments totalling £80,300.18 made in the month of January 2021 - The Council **RESOLVED** to approve the payments in January 2021.
- ii. To approve the Bank Reconciliation statement to 31st January 2021 – The Council **RESOLVED** to approve the Bank Reconciliation for January 2021.
- iii. To receive and consider the summary and detailed income & expenditure statements for December 2020 – The Council **NOTED** the Income and Expenditure statements, recording that the donation to the Air Ambulance is taken from the Mayor’s Charity budget.

Cllr P Jay proposed and seconded by Cllr M Parkinson the motion that the Town Council approve the statements i-iii above.

Cllr S Parnes questioned the payment for the Cemetery Extension in regard to it fitting with in the original approved contract. Cllr A Grant assured the members that the £45,000 net figures had been approved.

The motion was taken to a vote, with Cllr S Parnes requesting it be named.

VOTE:	For:	9	Cllrs A Grant, U Parkinson, M Parkinson, T Redpath, S Rasch, P Redpath, E Poskitt, P Jay, J Cooper.
	Against:	1	Cllr S Parnes.
	Abstaining:	0	

RESOLVED: the motion was carried.

- iv. The Council reviewed Effectiveness of the Internal Control paper, they **RESOLVED** to adopt the paper. Cllr S Parnes noted that he was not confident that all controls were being implemented regarding contracts.

VOTE:	For:	9	Against:	1	Abstained:	0
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- v. To receive the Fixed Asset Register for 2020-21 and note the additions for 2020-21, they **RESOLVED** the register, but noted that it needed reviewing in the new year. C Carruthers advised that the insurance contract was coming to end and part of the review and new tender would incorporate a revaluation of the TC’s fixed assets.

VOTE:	For:	10	Against:	0	Abstained:	0
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- vi. To review and approve the Risk Assessment for 2020-21. It was **RESOLVED** to **adopt** and **approve** the Risk Assessment for 2020-2021. Cllr S Parnes raised the concern that a resolution made in 2018 regarding GDPR had not been implemented, he would therefore have to record his vote against the adoption of the assessment.

VOTE: For: 9 Against: 1 Abstained: 0

- (vii) The Members received the External Audit report for 2019-20, they noted that it had been signed off with no comments. The AGAR External Audit report was approved for 2019-20.

VOTE: For: 10 Against: 0 Abstained: 0

WTC247/20 IT PROVIDERS AND SOFTWARE PACKAGES:

The Council had invited three IT providers to tender for moving the TC's IT onto a cloud based server, along with hosting the domain names and the mailboxes.

Two companies had returned quotation, one of whom is the TC's current provider.

	Company A	Company B
One Off Setting Up Fee	£ 375.00	£ 1780.00
Monthly Fee's	£ 236.34	£ 343.60
Configuration of laptops	£ 0.00	£ 500.00

Cllr M Parkinson proposed, seconded by Cllr A Grant that the TC accept Company A.

RESOLVED: the motion was carried.

WTC248/20 PROPERTY PORTFOLIO:

Cllr A Grant circulated a Property report. The report was noted and she reconfirmed that the toilets in the Town Hall are being replaced, starting the first week in March.

WTC249/20 PLANNING: Cllr J Cooper left the meeting.

- i. APPLICATION NO: 20/03367/HHD - 34 Crecy Walk Woodstock Oxfordshire
Erection of a two storey front extension along with single and two storey rear extensions to include alterations to facade. Extended dropped kerb for additional off-street parking.

RESOLVED: No Objection

The meeting closed at 9:40pm

Chair:

Date:

**MINUTES OF THE CONFIDENTIAL SESSION OF
WOODSTOCK TOWN COUNCIL MEETING
ON TUESDAY 9th MARCH 2021
STARTING AT 7.00pm
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING.**

PRESENT:

Cllr M Parkinson (Mayor)

Cllr J Cooper

Cllr U Parkinson

Cllr E Poskitt

Cllr P Redpath

Cllr A Grant (Deputy Mayor)

Cllr P Jay

Cllr S Parnes

Cllr S Rasch

Cllr T Redpath

WTC248/20 STAFFING MATTERS

The Council received a report from the staffing panel informing members that the clerk had received a successful appraisal on completion of her three months' probation.

RESOLVED:

That the clerk be awarded SCP26 wef 1st April 2021 with a **recommendation** to the new Council post May 2021 to consider a further increase to SCP27.

The session closed at 7.15pm

Chair:

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 9th MARCH 2021 AT 7.30PM
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)	Cllr A Grant (Deputy Mayor)
Cllr P Jay	Cllr J Cooper
Cllr U Parkinson	Cllr S Parnes
Cllr S Rasch	Cllr E Poskitt
Cllr T Redpath	Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr I Hudspeth and 35 members of the public.

WTC250/20 APOLOGIES FOR ABSENCE: None.

WTC251/20 DISCLOSURES OF INTEREST:

Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.
Cllr S Rasch	Item 10 Planning: Personal interest.

WTC252/20 PUBLIC PARTICIPATION SESSION:

Colin Carritt addressed the meeting concerning the displacement of Heavy Goods Vehicle from Burford and its impact on Woodstock.

He requested that WTC join the newly created Windrush Valley Traffic Action Group to review and take action against current trial regarding heavy goods and freight vehicles.

A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

Mr Carritt was requested to make contact with the chairman of the A44A group - which had worked hard to obtain an advisory rerouting of lorries away from more densely populated roads - as there were other communities on the A44 also affected by the Burford displacement.

The motion "to join the WVTAG": Proposed E Poskitt, Seconded M Parkinson.

VOTE:	For:	9	Cllrs J Cooper, U Parkinson, S Parnes, E Poskitt, M Parkinson P Redpath, T Redpath, S Rasch, A Grant
	Against:	0	
	Abstaining:	1	Cllr P Jay

RESOLVED: Motion carried

Tony McHugh and Mandy Miller of C-POW addressed the meeting to express concern against planning application 21/00189/FUL, which is an agenda item.

A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC253/20 TO APPROVE AND ADOPT THE FOLLOWING MINUTES:

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 12th JANUARY 2021:

To approve the minutes: Proposed M Parkinson, Seconded T Redpath:

VOTE:	For:	8	Cllrs J Cooper, U Parkinson, E Poskitt, M Parkinson P Redpath, T Redpath, S Rasch, A Grant
	Against:	0	
	Abstaining:	1	Cllrs P Jay, S Parnes

RESOLVED: Motion carried

MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 26th JANUARY 2021:

Cllr M Parkinson put forward a special motion, seconded by A Grant,

“for rescission of the previously approved minutes in accordance with SO11”.

VOTE:	For:	7	Cllrs M Parkinson, U Parkinson, S Parnes, E Poskitt S Rasch, A Grant, P Jay.
	Against:	2	Cllrs P Redpath, J Cooper.
	Abstaining:	1	Cllr T Redpath.

RESOLVED: The motion was carried.

Cllr M Parkinson, seconded by A Grant proposed

“approval the amended version of the Minutes”

VOTE:	For:	7	Cllrs M Parkinson, U Parkinson, E Poskitt, P Redpath, S Rasch, A Grant, T Redpath.
	Against:	2	Cllrs P Jay, J Cooper.
	Abstaining:	1	Cllr S Parnes.

RESOLVED: The motion was carried.

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 9th FEBRUARY 2021:

Cllr M Parkinson, seconded by T Redpath

“to resolve the minutes with the suggested amendments by Cllrs E Poskitt and A Grant.

VOTE:	For:	9	Cllrs M Parkinson, U Parkinson, E Poskitt, P Redpath, S Rasch, A Grant, T Redpath, S Parnes, J Cooper
	Against:	0	

Abstaining: 1 Cllr P Jay

RESOLVED: The motion was carried.

MINUTES OF THE URGENT PLANNING COMMITTEE MEETING HELD ON 25th FEBRUARY 2021:

To agree the receipt of the minutes: **Approved**

WTC254/20 REPORT FROM THE TOWN CLERK:

i. Watermeadows update:

Martin Greatbatch spent 3 days clearing the site of tree debris. At a cost £500 per day for 4 workers plus machinery. The Clerk approached 3 companies to quote for carrying out the urgent health and safety repairs on Millstream Bank. Only one quote has been received (two other companies chased for quotes). She confirmed that her due diligence had been carried out and went ahead with the instruction for this work to be undertaken at a cost of £4165.00 (£5000.00 has been budgeted for this) as it is required as a matter of urgency. All councillors **approved** this action.

ii. Elections:

Timetable has been sent by WODC which will be circulated. The Clerk has a contact who can design an individual advert if we so wish. Nomination packs will be available from office as of 18th March and can be accepted back at Woodgreen from 29th March and the deadline for all nominations is 8th April at 4pm. Council meeting to be moved the 3rd Tuesday of May to accommodate possible counting delays.

WTC255/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council, and circulated, without question or comment. Cllr P Redpath reminds Cllr I Hudspeth of the issues regarding the heavy goods vehicles as discussed earlier in the meeting. Cllr I Hudspeth confirms that this is an experimental traffic order that can be trialled for 6 to 18 months then reviewed to see if it should be implemented or withdrawn. Cllr Grant reiterated that the current level of traffic does not provide a valid indication of traffic flow as this is at a reduced level due to the pandemic. (It is a true version of the traffic recorded whenever it was recorded but cannot be considered indicative of the traffic on the A44 were there no pandemic).

Cllr A Grant also asked for confirmation over the availability of funding towards flooding prevention and repairs. Cllr I Hudspeth confirms that this should be under the remit of the Town Council. Cllr P Redpath reminded Cllr I Hudspeth that the clearance and maintenance of the grilles of the bridge are under the remit of the County Council.

The District Councillor's report was received by Council. Cllr A Grant asks the DC members if they are aware of the new flats that are being proposed. They are not, Cllr A Grant will research further. There has been no further communication about Hensington Road car park site. Cllr S Parnes asked about the outcome of the application for a pavement licence outside the King's Arms to which The Town Council had objected. Cllr Cooper responded that the matter had not yet been resolved.

WTC256/20 COMMUNICATIONS:

Cllr M Parkinson had circulated a report regarding possible installation of CCTV at New Road play park following a number of reported anti-social behaviour incidents. CCTV will hopefully prevent and deter the incidents occurring in the future. A consultation and advice will be obtained prior to any purchase and installation. The PC officer has given the Clerk a contact with the Witney Patrol Office to discuss options.

He proposed the following motion, seconded by Cllr A Grant:

“Woodstock Town Council Resolves that it will invest in CCTV equipment for the New Road Playground and ensure the Police and, if appropriate, WODC are involved and consulted in the process, whilst also seeking grant funding”.

Following a discussion Cllr E Poskitt proposed the amendment to the motion to include £explore to” as inserted.

“Woodstock Town Council Resolves that it will explore investing in CCTV equipment for the New Road Playground and ensure the Police and, if appropriate, WODC are involved and consulted in the process, whilst also seeking grant funding”.

VOTE: For: 9 Against: 1 Abstaining: 0

RESOLVED: The motion was carried.

Cllr M Parkinson, seconded by Cllr A Grant proposed the following motion:

“Woodstock Town Council resolves that it will request WODC invest in installing CCTV Camera(s) in the Woodstock Open Air Pool which can be linked and monitored in the same way as the ones at New Road Play Park in a holistic approach”.

VOTE: For: 10 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC257/20 QUESTIONS: No questions had been received.

WTC258/20 MOTIONS PRESENTED TO THE COUNCIL: No motions had been presented.

WTC259/20 PLANNING:

To agree comments to be submitted to West Oxfordshire District Council in respect of the following planning applications: -

- i. APPLICATION NO: 21/00318/HHD - 36 Hill Rise Woodstock
Erection of a single storey rear extension along with the reroofing of the existing

RESOLVED: No objection.

- ii. APPLICATION NO: 21/00111/FUL - Garrett House 5 Park Street Woodstock
Refurbishment of existing office and storage outbuilding (Class use E) to include single and two storey front extension and provision of first floor outdoor amenity space with metal balustrading.

RESOLVED: No objection.

- iii. APPLICATION NO: 21/00234/HHD- 10 Rectory Lane Woodstock
Conversion of garage into habitable space to include single storey front and rear extensions together with relocation of pedestrian access in rear boundary walling.

RESOLVED: Objection on the grounds that the application removes the garage and no replacement of the car parking space.

- iv. APPLICATION NO: 21/00205/S73- Merry Piece Oxford Road
Non-compliance with conditions 2 and 3 of planning permission 19/00094/HHD to allow design alterations including reduction in building width and changes to fenestration and eaves material.

RESOLVED: No objection.

- v. APPLICATION NO: 21/00189/FUL - Land East of Hill Rise Woodstock
Hybrid planning application consisting of full planning permission for the erection of 74 dwellings, 60 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 106 dwellings, up to 60sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works.

RESOLVED: Objection on the following grounds:

Firstly we do not believe the following planning policies have been met:
CO1,CO2,CO3,CO10,OS1,T1,T4,EH9,EH14,EW10.

Following on from the unmet policies, please note the below bullet points identified against this application:

- An 2019 Audit of opinion of Old Woodstock residents showed 82% opposed to the proposed development, with just 2% supporting.
- The Application diverges from the Local Plan in number of houses sought, and movement of the boundary of the Site. It must therefore be refused.
- If not refused on the above legal ground, the following are further objections to the Application, all of which show failure to comply with the Local Plan's Core Objective 1, that new developments "should be in locations which will help improve the quality of life of local communities and where the need to travel, particularly by car, can be minimised "
- The problem of safety on the A44 road through Old Woodstock : No viable solution has been proposed.
- The problem of safety on the A44 gave rise to the suggestion of pedestrian, disabled and cycle paths over the River Glyme. These are unacceptable for obvious reasons of safety, distance, and weather conditions, especially for young students.
- For the 3 development sites there will be a shortfall of 111 places at Woodstock Primary School after the proposed expansion to 2 form entry. Early years places are a significant issue, and 44 places will need to be found. Old Woodstock children would have to either walk or cycle along the hazardous A44 or go by car.
- The problem of the GP Surgery : The current patient-to-GP ratio already exceeds Government targets. The three developments in Woodstock will produce 1,752 extra patients. This will be completely unsustainable, and no "solution", other than some S.106 money, is proposed by the Applicant. OCCG states that Woodstock Surgery is not suitable for expansion.
- Parking in Woodstock is a current problem and the cars of 730 further houses will be trying to park. Old Woodstock residents use their cars more readily for small errands to Woodstock and

this development will add cars of 180 houses to those journeys and their need to park in Woodstock.

In addition to the above we would like you also note that WTC is unhappy with the increase of proposed houses in both this and the Banbury Road application increasing the Inspector's allocated numbers for Woodstock from 600 to 730 (an increase of 130 overall) -

We would like WODC to note that the Inspector thought there could be more dwellings if *"it could be convincingly demonstrated that this would not cause significant harm"*. Blenheim are claiming that the high level assessment demonstrated this but in fact that assessment was in front of the Inspector when he made the comment and there does not appear to have been any subsequent demonstration.

We also stress that WTC as owner and managers of the water meadows have resolved not to allow a pathway down to the Mill Stream to be bridged with cycle pedestrian ways across the water meadows carrying the below motion which we would like to reaffirm:

"WTC does not want any part of the Woodstock watermeadows used to facilitate a pathway through from the new Hill Rise development and agrees that the plan submitted by Blenheim Estate for a bridge across the Mill Stream (R. Glyme) into the watermeadows and associated path/cycleways through the meadows is unacceptable.

The watermeadows are wild and tranquil areas to be enjoyed by all residents, and the Council cannot support any urbanisation that will detract from their beauty.

If Blenheim is to develop in Old Woodstock, the Council does however acknowledge that a safe access from the new development into the town centre and Woodstock schools will need to be found and suggests joining with other stakeholders to find better options using land in the ownership of Blenheim estate both within the palace walls and through the meadows behind Hill Rise, crossing the R. Glyme upstream of Owen Mumford and connecting with Green Lane – enabling linkage with the new Banbury Road/Green Lane estate and beyond.

All pathway works to be funded by Blenheim Estate without recourse to s106 monies.

The above response was proposed by Cllr T Redpath, Seconded Cllr A Grant.

VOTE: For: 10 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC260/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2021:

- i. To receive the list of payments for February 2021 (enclosed): Recommendation That the Council **RESOLVED** that the list of payments totalling £12,850.60 made in the month of February 2021 be received and approved.
- ii. Bank Reconciliation Statement (enclosed)
To receive and **APPROVE** the bank reconciliation statements for February 2021
- iii. Summary and Detailed Income & Expenditure Statements (enclosed).
To receive and **CONSIDER** the summary and detailed income & expenditure statements for February 2021
- iv. List of Regular payments made by Direct Debit and Standing orders (enclosed)

To receive and **APPROVE** the regular payments made by DD and S/O

- v. To receive the Internal Auditor's Interim report (enclosed)
To receive and **NOTE** the Interim report from the Internal Auditor and note the recommendations
- vi. Investment Policy and Interest review (enclosed)
To receive and **APPROVE** the Council Investment Policy for 2020-21 and note the Interest received

Cllr P Jay proposed, seconded by M Parkinson that the council APPROVES points i-vi above.

VOTE: For: 10 Against: 0 Abstaining: 0

WTC261/20 TO REVIEW AND APPROVE A CONTRACTOR FROM INVITED TENDERS FOR THE TREE WORKS:

Three companies had responded to the invitation to tender for carrying out works to the high and medium risk trees identified on the tree survey.

	Company A	Company B	Company C
Medium Priority Works	£ 5,960	£ 7,470	£ 5,500
High Priority Works	£ 5,910	£ 7,175	£ 6,500
Both Medium & High Priority Works	£ 11,870	£ 15,895	£ 12,000

Cllr T Redpath proposed appointing Company C on the basis that once the high risk tree works had been completed all ongoing works should be classed as medium therefore company C's charges are the lowest.

She also proposed a supplementary motion that once a company had been approved they remain the designated contractor for one year or until the next annual tree survey is carried out.

Cllr P Jay reminded the council that there is an agreement in place with the residents living along the Old Woodstock Line, that any works along the OWL will be consulted on beforehand letting them know what and where.

Proposed Cllr T Redpath, Seconded Cllr P Redpath

"To approve company C as a contractor"

VOTE: For: 10 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC262/20 COMMUNITY DEVELOPMENT PROJECT:

An introduction for a Community Development Worker had been put forward at a meeting attended by the Steering Group and District Councillors. Cllr T Redpath prepared and had circulated the report to all council members. This is a joint project with Blenheim and the Woodstock community, funded by Blenheim with a Steering Committee attended by local Councillors. Cllr S Parnes believes that the time is inappropriate due to the 'downtime' of the council during the election period.

Cllr J Cooper thanked Cllr T Redpath for taking the notes from this meeting and reporting back.

Cllr J Cooper was also disappointed by the examples that were given for other schemes (i.e., Bicester and Upper Heyford).

Cllr M Parkinson proposed Seconded Cllr P Redpath that

"WTC proceed and agree to a Steering Committee"

VOTE: For: 10 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC263/20 WTC PROPERTY PORTFOLIO:

Cllr A Grant circulated a property report, and highlighted the below from that report.

- i. Park Street: No confirmed moving date given but when received, a new tenant will be sought.
- ii. Town Hall toilets: Listed building consent has not yet been obtained.
- iii. Suite Two lease: This has now been signed.
- iv. Community Centre car park: Resurfacing is not yet confirmed.

The meeting closed at 9:31pm

Chair:

Date:

**MINUTES OF THE MEETING OF
THE EXTRAORDINARY WOODSTOCK TOWN COUNCIL
ON TUESDAY 23rd MARCH 2021 AT 7.30PM
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr I Hudspeth, Will Barton (WODC Officer) and 7 members of the public.

WTC264/20 APOLOGIES FOR ABSENCE: None.

WTC265/20 DISCLOSURES OF INTEREST:

Cllr M Parkinson **Item 4 Planning & Licensing:** Personal interest as he works within the hospitality sector within the town.

WTC266/20 PUBLIC PARTICIPATION SESSION:

Five members of the public addressed the meeting, the first being; John Bleakley who voiced his concern about WODC's proposal to 'help' the town's hospitality businesses from 12th April 2021 by removing town centre parking spaces and encouraging the hospitality business to serve alcoholic drinks on the streets of Woodstock.

Joanna Lamb supported the points made by John Bleakley and again reiterated that she was concerned about the loss of parking spaces in the town centre, making way for tables and chairs. She did not see how this would help retail shops if their trade has nowhere to park. She also commented on the great risk to the public if pavement licences were to be accepted for tables in close proximity to the A44.

Dennis Allen, Chair of Wake up to Woodstock, supported WODC's proposal and roadmap along with the suggestion of issuing pavement licences to some hospitality businesses, but thought this is vital to the sustainability of the businesses in the town.

Themis Avraamides another local resident who feels he will be deeply impacted by WODC's proposal, he stated that WTC rightly rejected WODC's divisive proposals last summer for the reasons detailed then - nothing material has changed. Indeed, the anticipated antisocial behaviour over the summer was extreme, and only reinforces the reasons given for rejecting the WODC proposals which were, and remain, wrong and inappropriate for this town; the town centre is predominantly residential, with those residents being mostly elderly or young families. These were all good reasons to have rejected WODC plans and remain so. We ask that the WODC plans remain rejected.

Grace Manson a younger resident of Woodstock spoke to highlight the anti-social behaviour and noise impact on her family home with the granting of pavement licenses. She recalled occasions where intervention by members of her family has been required to help stop "pub brawls" and foul language along with smashing of glasses. She urged WTC to not support WODC's roadmap proposal.

A hard copy of the updates is available (on request via the Clerk) for anyone who would like a copy.

WTC267/20 PLANNING AND LICENSING:

Cllr T Redpath proposed the following response to WODC's outdoor hospitality phased reopening, seconded by Cllr A Grant.

"Woodstock Town Council has a remit to look after the interests of all residents and businesses.

Whilst appreciating that there are a few businesses that will benefit from the pavement licensing proposals there are many other businesses in the centre and town centre residents for which it will be detrimental.

WTC therefore urges WODC to recognise that the layout of the Woodstock centre means that extended pavement licencing will have a detrimental effect for the majority and requests that WODC does not proceed with its proposals on the grounds of "very good reasons not to" in accordance with the Secretary of State letter".

VOTE:	For:	7	Cllrs U Parkinson, S Parnes, P Redpath, T Redpath, S Rasch, A Grant, P Jay
	Against:	2	Cllrs J Cooper, E Poskitt
	Abstaining:	1	Cllr M Parkinson

RESOLVED: The motion was carried

Cllr P Redpath noted that it will not logistically work within Woodstock to allow the outside hospitality but suggested that a suitable open space be found and allow the businesses to run a festival of sorts.

Cllr J Cooper said that the traffic was light in comparison to normal trading due to COVID-19 and that he would bring back the issue of traffic to the April meeting.

Cllr S Parnes supported the above motion and proposed the following, seconded by Cllr M Parkinson.

"Woodstock Town Council recognises local residents' support for local businesses and endorses further exploration of residents' ideas for a Pavement Licence and Recovery Plan Strategy, in the form of :

- 1. Ensure that each application be considered on its own merits, having regard to all the circumstances and history of the premises e.g. dealing with antisocial behaviour.*
- 2. Look favourably where there are existing tables and chairs on pavements, where no parking or road space has been used.*
- 3. Look unfavourably at any applications where parking or road space would be lost or affected.*

4. *Take a holistic approach so that ALL the businesses' and residents' concerns are taken into account, not just hospitality.*

5. *Ensure that, should individual Pavement Licences be granted, WODC commit to providing enforcement and make sure that procedures are in place for breaches and antisocial behaviour”.*

VOTE: For: 10 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

He added the further proposal which was not seconded, so the motion fell.

“Woodstock Town Council calls on WODC to explore prospects of operating limited, designated open spaces for hospitality in designated areas such as the Town Square and/or Museum Garden subject to an acceptable plan to be developed for considerate and effective regulation and management of those areas”.

Will Barton (WODC) said it was obvious that WTC did not have a preferred solution for a roadmap, that he noted WTC were unsatisfied with the approach proposed by WODC and that he would take that WTC would prefer each application be considered on its own merit.

It was agreed that WTC does not support the roadmap issued by WODC and that they strong stand by the above motions.

The meeting closed at 8:32pm

Chair:

Date:

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 27th APRIL 2021 AT 7.30PM
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)

Cllr P Jay

Cllr U Parkinson

Cllr T Redpath

Cllr A Grant (Deputy Mayor)

Cllr J Cooper

Cllr S Parnes

Cllr E Poskitt

Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr I Hudspeth and 9 members of the public.

WTC268/20 APOLOGIES FOR ABSENCE: Cllr S Rasch

WTC269/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr E Poskitt

Item 10 Planning: Personal interest.

Cllr M Parkinson

Item 11 iv: HR Company knowledge

Cllr U Parkinson

Item 11 iv: HR Company knowledge

WTC270/20 PUBLIC PARTICIPATION SESSION: None.

WTC271/20 MINUTES OF THE CONFIDENTIAL COUNCIL MEETING HELD ON TUESDAY 9th March 2021:
To approve the minutes: Proposed J Cooper, Seconded E Poskitt **Resolved: Approved**

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 9th March 2021:

To approve the minutes: Proposed J Cooper, Seconded E Poskitt

Page 128 – Councillor numbers: Cllr E Poskitt

Page 129 – Amendments to traffic statement: Cllr E Poskitt

C Carruthers to be referred to in formal minutes as Clerk: Cllr E Poskitt

Page 130 – Amendment ‘explore investing in CCTV’: Cllr E Poskitt

Page 134 – Amendment to Community Development Project meeting was attended by the Steering Group and the District Councillors: Cllr T Redpath **Resolved: Approved**

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 23rd MARCH 2021:

To approve the minutes: Proposed J Cooper, Seconded E Poskitt

Page 135 – ‘Spelling’ removed: Cllr E Poskitt

Resolved: Approved

WTC272/20 REPORT FROM THE TOWN CLERK:

i. War Memorial:

The Clerk had instructed a reputable company to Clean the War Memorial at a cost of £510.00. Cllr J Cooper asked the Clerk to check the references of the company. The Clerk will also remind them that it is currently needing to be assessed for its stability.

ii. Watermeadows update:

A quote for materials and installation of fencing had been received, the Clerk is awaiting two further quotes.

iii. Flooding:

EA have agreed to walk the river course and culvert. Cllr J Cooper request that 'Lower Brook Hill' residents need to have a clear line of communication for when issues arise (and when the offices are closed). The Clerk confirms that all residents need to be made more aware of the information and contact details made available to them on the Town Council website. Cllr P Redpath states that he is unhappy that residents are taking it upon themselves to arrange meetings and action plans/agendas, they need to go through the correct channels and must include the Town Council on all communications.

WTC273/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

County: Cllr Ian Hudspeth had not produced a printed County update due to the elections. Cllr E Poskitt asked about the piece of the public footpath linking Hedge End and Park View owned by a Mr Dietz. Had he been traced? Cllr Hudspeth has set in motion efforts to trace Mr Dietz. The Clerk asked if information regarding the A44 safety audit had been received. Cllr Hudspeth replied that the report was going through the correct process and would be with the Council after the elections. Cllr Parnes asked about the potential for a path around the watermeadows. Cllr Hudspeth reported the matter had not progressed. Cllr A Grant reminded Council that a proposed path across the watermeadows was previously rejected by the Council and therefore cannot come back for discussion /vote until late 2021 at the earliest. Cllr P Redpath reiterated his concerns that Blenheim might 'get hold' of the remaining watermeadows. He is disheartened by the amount of green space being lost to development.

District: Cllr E Poskitt stated that the dates for opening the swimming pool were under discussion. Spare money from that set aside by WODC for parking reviews is likely to be distributed towns and villages in West Oxfordshire for their own parking plans. £200,000 from the government for traffic modification in Oxfordshire will spread thinly across the towns and villages. Cllr A Grant asked about the potential for electric car parking spaces and how use of these spaces would be monitored. Cllr J Cooper believed it would be in the remit of parking wardens to manage this. Cllr A Grant also asked for further information regarding which spaces would be allocated and the fines that would be imposed. Cllr S Parnes asked that Cllrs kept the Town Council better informed about licensing issues/permits. Cllr J Cooper said he thought this was a role for the Town Hall staff.

A motion from Cllr Parnes proposing WTC acknowledge the car parking funding from WODC and thank members of the public researching the matter had no seconder.

WTC274/20 COMMUNICATIONS:

Cllr M Parkinson wants to, personally, thank ALL the retiring members of the Town Council for their time and dedication to Woodstock Town Council. Cllr M Parkinson would like to propose to split the meeting for May so that the Annual Town Council Meeting and the Town Council Meeting are held on separate occasions.

Proposed M Parkinson, Seconded A Grant

Resolved: Motion carried

WTC275/20 QUESTIONS:

None.

WTC276/20 MOTIONS PRESENTED TO THE COUNCIL:

i. Resuming of Face to Face meetings:

Proposed: A Grant Seconded: M Parkinson

"future meetings will be held in the Town Hall Assembly Room for all COVID guidelines to be adhered to".

Vote:	For:	6	M Parkinson, T Redpath, P Redpath, E Poskitt, A Grant, U Parkinson
	Against:	2	P Jay, S Parnes
	Abstain:	1	J Cooper

Resolved: Motion carried

Cllr S Parnes proposes an amendment of looking at the Community Centre to be used for accessibility and a one-way system, a risk assessment needs to be undertaken at any venue prior to commencement, also can there be an option for remote meetings to be available to those who cannot attend physically, NOT Seconded.

ii. Reopening of Venues:

Proposed: A Grant Seconded: M Parkinson

“ that due to for safety and guidelines purposes that the WTC do NOT reopen venues until September 2021 when there will be a clearer outlined roadmap (Weddings can commence under the guidance of the Registrar). Proposed”.

Vote: For: 8 Against : 1 Abstain: 0 **Resolved: Motion carried**

iii. Extension of Wychwood’s Management contract for 1 year:

Proposed: P Redpath Seconded: A Grant

“ that WTC extends the Wychwood management for 1 year until April 2022”.

Vote: For: 9 Against : 0 Abstain: 0 **Resolved: Motion carried**

iv. Councillor Roles & Responsibilities:

Proposed: M Parkinson Seconded: A Grant

“Councillor role summaries with amendments as discussed to be recommended to the new Council as of May 2021”.

Document had been circulated, Cllr T Redpath requests that ‘committees’ are removed from the wording and rephrasing of ‘liaison’. Cllr E Poskitt wants to ensure that a Councillor is allocated to speak on behalf of the Council for finance when the RFO is not in attendance. Cllr M Parkinson confirms that numbers can be amended under the new Councils prerogative.

Vote: For: 9 Against : 0 Abstain: 0 **Resolved: Motion carried**

WTC277/20 PLANNING:

To **agree** comments to be submitted to West Oxfordshire District Council in respect of the following planning applications: -

- i. APPLICATION: 21/00764/HHD - 1 Mavor Close Woodstock Oxfordshire
Rendering to areas of the existing walls and erection of a brick pier to front elevation.
Resolved: No objection
- ii. LICENCE APPLICATION: W/21/00167/PRMV - Duke of Marlborough
Variation of premises licence.
Resolved: No objection – outside of parish boundary.
- iii. APPLICATION: 21/01093/HHD - 11 Manor Road Woodstock Oxfordshire
Installation of a flue to serve wood burning stove.
Resolved: No objection
- iv. APPLICATION: 21/00626/LBC – 11 Manor Road Woodstock Oxfordshire

Internal and external alterations to install a flue to serve wood burning stove.

Resolved: No objection

v. Review and Clarification of Pavement Licensing Notifications:

Pavement licensing's notifications are circulated with short comment timeframes. Urgent planning meetings can be called but 3 working days are required to convene a meeting and agenda. Cllr J Cooper suggests writing to our MP to highlight the timings/notification period. Cllr E Poskitt reiterates that individuals can submit comments without a meeting being held. Cllr A Grant asks if this will still become an issue when the COVID guidelines are lessened as this was not an issue prior to March 2020. The Clerk agrees to circulate short notice permits so Councillors can make comments individually if they so wish.

WTC278/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MARCH 2021:

Proposed: P Jay Seconded: J Cooper

- i. List of payments for March 2021: **APPROVED**
- ii. Bank Reconciliation Statement for March 2021: **APPROVED**
- iii. Summary and Detailed Income & Expenditure Statements for March 2021: **APPROVED**

iv. Instruction of HR Consultancy company:

Proposed: J Cooper Seconded: P Jay

The Clerk had circulated a report on the instruction of a HR Consultancy company for staffing support. COMPANY offered a contract of 36 months at £149pcm, no additional cost in the case of a tribunal and a stress line also available to employees.

Vote: For: 7 Against : 0 Abstain: 2 **Resolved: Motion carried**

v. List of Regular payments made by Direct Debit and Standing orders: the regular payments made by DD and S/O: **APPROVED**

vi. Hensington Road Cemetery wall repairs quotations:

Proposed: M Parkinson Seconded: A Grant (Cllr P Jay left meeting)

that the main issue is fixed under Quote A1 and then look into other, more detailed quotes when the whole wall can be assessed in the future".

Cllr P Redpath has asked that WTC approach St Hugh's Church to see if they will contribute to the cost, also the WTC could ask for someone to monitor the wall and then get a more specific quote done.

Vote: For: 6 Against : 1 Abstain: 1 **Resolved: Motion carried**

WTC279/20 TO REVIEW AND APPROVE GREEN SPACE REPORT/NEIGHBOURHOOD PLAN:

Cllr T Redpath has confirmed that a six week consultation is required, it then goes through WODC and then a referendum for the final decision.

Proposed: A Grant Seconded: M Parkinson

"that WTC would like to thank Cllr T Redpath for all her hard work and commitment to the neighbourhood plan and obtaining the grant and agrees that she should assist the council on completing this plan".

Vote: For: 7 Against : 0 Abstain: 1

Resolved: Motion carried

WTC280/20 TO REVIEW AND APPROVE PLANNING REPORT:

Cherwell Local Plan update from Cllr T Redpath. The judicial review hearing is to take place on 23rd-24th June with a seconded in South Oxfordshire by Bio Abundance. This is an ongoing issue and Cllr T Redpath will keep the WTC updated on the progress as part as she is a member of the action group.

WTC281/20 TO REVIEW AND DISCUSS OLD WOODSTOCK LINE REPORT:

Cllr S Parnes has checked the signage and believes that there was some misrepresentation of OWL. The signage gives the impression that this is a local nature reserve maintained by the stakeholders linked, which is not a true statement. This needs to be corrected either with the stakeholders or the signage as there is a risk to WTC to be held accountable for the error and the lack of correction. Cllr T Redpath is disappointed as to how this issue has been approached but feels the new council can decide about the change in status.

Proposed: M Parkinson Seconded: A Grant

“to start the process to officialise the status of the area”.

Vote: For: 6 J Cooper, T Redpath, P Redpath, A Grant, M Parkinson, S Parnes, U Parkinson
 Against: 1 E Poskitt
 Abstain: 0

Resolved: Motion carried

WTC282/20 WTC PROPERTY PORTFOLIO:

- i. Property Portfolio report was circulated from Cllr A Grant:

8 Park Street early release:

WTC will allow early release if the property is all in order and a new tenancy agreed.

Vote: For: 8 Against: 0 Abstain: 0

Resolved: Motion carried

- ii. Update and Good housekeeping report on properties:

a) Cobble area: Ongoing

b) Community Centre boiler: Cold mornings it switches off and must get restarted.

Proposal of a new boiler costing to be installed over the summer months. The Clerk will research for pricing etc.

c) Physiotherapy room: Vinyl flooring pricing £450, tiles are more expensive. Request that the vinyl floor costing is given approval to commence.

Proposed: A Grant Seconded: J Cooper

Vote: For: 8 Against: 0 Abstain: 0

Resolved: Motion carried

d) Car park: Using the legacy and £12,000 the whole car park can be resurfaced. Cllr A Grant to investigate what legacies are available.

Cllr A Grant proposes that the Community Centre car park is resurfaced for a cost of £16,728 +VAT.

Vote: For: 8 Against: 0 Abstain: 0

Resolved: Motion carried

The meeting closed at 10pm

Chair:

Date: