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7<sup>th</sup> February 2018

SUMMONS TO COUNCILLORS TO ATTEND

**MEETING:** TOWN COUNCIL MEETING

**PLACE:** MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK

**DATE:** TUESDAY 13<sup>th</sup> FEBRUARY 2018

**TIME:** 7.30pm

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**AGENDA**

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DISCLOSURES OF INTEREST**  
To receive disclosures of interest from councillors on items on the agenda
- 3 **PUBLIC PARTICIPATION SESSION**
- 4 **TO APPROVE THE MINUTES OF:**  
The Meeting of the Town Council held on Tuesday 9<sup>th</sup> January 2018 (enclosed)
- 5 **REPORT FROM TOWN CLERK**  
To receive a written report on progress of agenda items not resolved and issues arising since last meeting (to follow)
- 6 **COUNTY AND DISTRICT COUNCILLORS UPDATE**
  - (i) To receive the monthly Parish report from CCLr Ian Hudspeth (enclosed)
  - (ii) To receive the monthly report from District Cllrs J Cooper & E Poskitt (to follow)
- 7 **COMMUNICATIONS**

**8**      **QUESTIONS**

**9**      **MOTIONS PRESENTED TO COUNCIL**

To receive the following motion proposed by Cllr Collingwood and seconded by Cllr Mrs T Redpath (report enclosed):

*‘That WTC sets up a working party to consider contingency plans in the event that significant numbers of new houses are built in Woodstock in the next 13 years which will report back to the full Council at its April meeting.’*

**10**     **PLANNING**

To receive and consider the following planning applications

- a) Ref: APPLICATION NO: 17/04099/HHD 38 Shipton Road, Woodstock  
Erection of single, first floor and two storey extensions together with loft conversion to enlarge existing dwelling
- b) Ref: APPLICATION NO: 17/04097/LBC Coach House, Woodstock House, Rectory Lane, Woodstock  
Restoration of Gardeners' office / bothy building

Ref: APPLICATION NO: 17/04096/HHD Coach House, Woodstock House, Rectory Lane, Woodstock

Garaging within residential curtilage / coach house and restoration of Gardeners' office / bothy building

Ref: APPLICATION NO: 17/04159/FUL Woodstock House, Rectory Lane, Woodstock  
Walled Garden Repairs and Landscape Works with Garden Pavilion and Pool

Ref: APPLICATION NO: 17/04160/LBC Woodstock House, Rectory Lane, Woodstock  
Walled Garden Repairs and Landscape Works with Garden Pavilion and Pool

Ref: APPLICATION NO: 17/04136/FUL Woodstock House, Rectory Lane, Woodstock  
Renovations and extension to former care home to form dwelling. Extension to garden study building.

Ref: APPLICATION NO: 17/04137/LBC Woodstock House, Rectory Lane, Woodstock  
Internal and external alterations and extensions to former care home.

- c) Ref: APPLICATION NO: 18/00128/HHD 9 Oxford Road Woodstock  
Removal of an existing timber clad shed and erection of an English Heritage oak framed double garage.
- d) Ref: APPLICATION NO: 18/00185/LBC Manor Farm Barn, Manor Road, Woodstock  
Construction of new dwelling incorporating existing outbuilding with associated works and landscaping

Ref: APPLICATION NO: 18/00184/FUL Manor Farm Barn, Manor Road, Woodstock  
Construction of new dwelling incorporating existing outbuilding with associated works and landscaping.

- e) Ref: APPLICATION NO: 8/00296/HHD 24 Shipton Road, Woodstock  
Removal of single storey rear conservatory. Erection of two storey and single storey extension to rear.

**11 REVISED CHERWELL LOCAL PLAN**

To consider the implication of the revised plan on Woodstock South East (enclosed)

**12 TOWN MEETING AGENDA FOR CONFIRMATION**

To receive suggested agenda for consideration. (enclosed)

**13 EXPRESSWAY OXFORD TO CAMBRIDGE ROUTE**

To receive and consider information from Cllr Ian Hudspeth (enclosed).

**14 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2018**

To receive and consider the report of the Responsible Financial Officer.

- (i) To receive the list of payments for January (enclosed)  
Recommendation  
That the Council resolve that the list of payments totalling £ £23,253.65 made in the month of January 2018 be received and approved.
- (ii) Bank Reconciliation Statements (enclosed)  
To receive and consider the bank reconciliation statements for January 2018
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed)  
To receive and consider the summary and detailed income & expenditure statements for both December 2017 and January 2018
- (iv) Internal Controls  
The following internal controls have been undertaken since the last town council meeting:-
- Petty Cash
  - Payment controls
  - Bank reconciliation.
- They were considered satisfactory.
- (v) Review of Effectiveness of Internal Controls  
To receive and consider the report. (enclosed)

**15 ALLOCATION OF OUTSTANDING S106 CONTRIBUTION AND LECACY FUNDS**

- (i) S106 Contribution (£638) allocation in accordance with the guidance from WODC below:-  
***“funds can be allocated to leisure and play facilities serving the site”***
- (ii) Pauline Richardson Legacy (£435) extract from minutes of Tuesday 8<sup>th</sup> July 2014 (enclosed)
- (iii) Blenheim Legacy (£500) allocation in accordance with the guidance below:-  
***“funds to be allocated to Woodstock Community Centre”***

**16**     **2017/18 RISK ASSESSMENT**

To receive and consider the risk assessment submission for 2017/18 (circulated electronically)

**17**     **PROPERTY MATTERS**

- (i)       To receive the monthly report from Carter Jonas (enclosed)
- (ii)      To receive the monthly report from Cllr Grant (enclosed)
- (iii)     To consider and agree lease renewal for 4 Park Street in accordance with advice from Carter Jonas (enclosed)

**18**     **ENVIRONMENT**

To consider the request from Sustainable Woodstock for the Council to undersign the revised lease and act as guarantor for the extended Community Woodland. (documents enclosed)

**19**     **LOCAL BUSINESS RATES – DISCRETIONARY RATE RELIEF**

To consider supporting any local business requesting discretionary rate relief (enclosed)

**20**     **ISSUES RAISED BY RESIDENT REGARDING 3 WESTLAND WAY**

To receive letter from local resident and consider any action necessary (enclosed)

**21**     **SUSPENSION OF PARKING BAYS IN RECTORY LANE**

To receive and consider the email submitted to WODC Planning Officer (enclosed)

**22**     **REPORTED AND CIRCULATED MISCONCEPTIONS REGARDING LONDON OXFORD AIRPORT**

To consider a report from Cllr Sharone Parnes (enclosed)

**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).



Janine Saxton  
Town Clerk