



6th September 2017

SUMMONS TO COUNCILLORS TO ATTEND

MEETING: TOWN COUNCIL MEETING

PLACE: MAYOR'S PARLOUR, TOWN HALL, WOODSTOCK

DATE: TUESDAY 12th SEPTEMBER 2017

TIME: 7.30pm

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

To receive declarations of interest from councillors on items on the agenda

3 PUBLIC PARTICIPATION SESSION

4 TO APPROVE THE MINUTES OF:

- (i) The Meeting of the Town Council held on Tuesday 11th July 2017(enclosed)
- (ii) The Extra Ordinary Meeting of the Town Council held on Tuesday 25th July 2017 (enclosed)
- (iii) To receive the minutes of the meeting of the Town Council Staffing Panel held on Thursday 27th July 2017 and consider the recommendations therein.(enclosed)

5 COUNTY AND DISTRICT COUNCILLORS UPDATE

- (i) To receive the August report from Cllr I Hudspeth (enclosed)
- (ii) To receive the September reports from Cllr I Hudspeth (enclosed)
- (iii) To receive the September report from District Cllrs J Cooper & E Poskitt (enclosed)

6 **COMMUNICATIONS**

7 **QUESTIONS**

To receive any questions received under WTC Standing Order No. 8

8 **MOTIONS PRESENTED TO COUNCIL**

a) Closure of Barclays Bank in Woodstock

To receive the following Motion from Cllr J Cooper seconded by Cllr E Poskitt:

“WTC resolves to

express its grave disappointment

- *At the planned closure of Barclays Bank, Woodstock branch*
- *At the bank’s lack of consultation with the Town council and local community over this matter*

and asks

- *Why no promotional work was conducted on behalf of the branch to attempt to save this institution*
- *That Barclays P.L.C. reaffirm its undertaking to provide a publicly accessible automated teller machine and works with the town on this matter*

and requests that

- *even at this late stage, the bank reviews the situation in discussion with the Town Mayor.*

Supporting statement:

Barclays Bank has been the premier bank facility in our community for many years with a crucial role in the business and personal affairs of the town. It has not only provided the town and a larger hinterland with a vital commercial asset for the business network but has provided valuable jobs in the community as well.

b) Weight limit on A361 at Burford

To receive the following Motion from Cllr B Yoxall and seconded by Cllr P Jay:

“There is no evidence of a detailed origin/destination survey on the offending HGVs without which it is impossible to gain a clear understanding of the true effect of displacement vehicles. The matter is far more complex than reacting to issues affecting a single community.

WTC objects to the Burford Town Council proposal to impose a weight limit on the A361 bridge over the River Windrush in Burford on the grounds that the resultant diversion of HGV traffic onto the A44 would adversely affect other communities including Woodstock, Enstone and Chipping Norton in Oxfordshire, Bourton-on-the Hill and Moreton-in-Marsh in Gloucestershire whereas the current proposal would benefit Burford alone.

The Town Council is concerned that previous discussions between Oxfordshire County Council and A44A representatives (representing all afore mentioned communities) and the consequential promises made by the County Council for Lorry routes are being ignored whilst the County Council is looking at the Burford Situation in isolation.

From the Woodstock point of view, the A44 through Woodstock is especially hazardous for heavy vehicular traffic because the width of the carriageway is narrowly constricted at two points in the town - at the northern end of the Causeway and just south of the junction with Farm End. The pavements are very restricted at these points on this regular walking route between Old Woodstock and the town centre, and are a distinct safety hazard for young mothers with prams."

c) Extreme Road Congestion

To receive the following Motion from Cllr S Parnes:

"Woodstock Town Council RESOLVES:

The Town Council, CONCERNED about reports of extreme road congestion and other traffic disruptions around times of Palace event-related activities in the short period after the Countryfile Live 2017 event, including on September 3rd when Oxford Bus Company curtailed its 500 service to Woodstock due to traffic and traffic queues reportedly reached Yarnton, CALLS UPON Blenheim Palace and the Highway Authority to implement more effective event planning and traffic mitigation, and to offer a public gesture to residents and visitors for the inconveniences caused. "

d) Lack of response from recipients to communication from WTC relating to use of Randolph Avenue by haulage vehicles

To receive the following Motion from Cllr S Parnes:

"Woodstock Town Council RESOLVES:

The Town Council, DISAPPOINTED in lack of response to the Council's email dispatched 21st July to local authority and contractor representatives in relation to disruptive use of Randolph Avenue for construction access, and BEING AWARE of further concerns of perceived dangerous driving and highway damage on Randolph Avenue, AFFIRMS (again) that the Town Council's concern about hazards of construction-related lorries passing through Randolph Avenue which is a narrow shared surface public highway, and calls upon the Planning Authorities at West Oxfordshire District Council and Cherwell District Council to take immediate enforcement action, AND FURTHER REQUESTS the previous recipients' response and additional attention to Marlborough Place residents' concerns of road safety and highway damage at Randolph Avenue."

e) Street Lighting in Bens Close

To receive the following Motion from Cllr S Parnes:

"Woodstock Town Council RESOLVES:

The Town Council, DISAPPOINTED that (a) until mid-August the County Council's Street Lighting Department was unaware Bens Close is an adopted road maintainable at public expense, thereby causing undue frustration to residents seeking to report a then- dangerously damaged street light at the T-junction within the development, and (b) having made the fixture itself safe, it is still not operational, SEEKS priority completion of repair of the only street light at Bens Close."

9 PLANNING CONSULTANTANCY

To receive a report from Cllr T Redpath and confirm appointments.

10 **PLANNING**

To receive and consider the following planning applications

- a) Ref: APPLICATION NO: 17/02350/HHD Coach House Woodstock House Rectory Lane, Woodstock
Renovation, repair and improvements to the existing residential building.

Ref: APPLICATION NO: 17/02351/LBC Coach House Woodstock House Rectory Lane, Woodstock
Renovation, repair and improvements to the existing residential building.
- b) Ref: APPLICATION NO: 17/02366/HHD Woodstock House Rectory Lane Woodstock
Garaging (with basement) within residential curtilage of existing Cottage/Coach House and restoration of gardeners office/bothy building.

Ref: APPLICATION NO: 17/02367/LBC Woodstock House Rectory Lane Woodstock
Internal and external alterations.
- c) Ref: APPLICATION NO: 17/02389/HHD Merry Piece Oxford Road, Woodstock
Two storey front and rear extensions. Single storey side and rear extensions.
- d) Ref: APPLICATION NO: 17/02385/HHD 16 Hill Rise, Woodstock
Erection of rear extension and alterations to dwelling.(Retrospective) (Amendments to application 14/01489/HHD)
- e) Ref: APPLICATION NO: 17/02464/LBC 12 High Street Woodstock
Replace existing casement window located on first floor at rear of house with a traditional wooden sash window.
- f) Ref: APPLICATION NO: 17/02433/HHD 2 New Road Woodstock
Erection of single and two storey rear extensions.
- g) Ref: APPLICATION NO: 17/02560/HHD 18 Mavor Close Woodstock
Erection of two storey side extension.
- h) Ref: APPLICATION NO: 17/02669/LBC Fox House 30 Oxford Street Woodstock
Installation of lift
- i) Ref: APPLICATION NO: 17/02705/HHD 18 New Road Woodstock
Side and rear two storey extension

11 **ORAL REPORT FROM TOWN CLERK**

12 **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – August 2017**

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

- (i) To receive the list of payments for July and August (enclosed)
Recommendation

That the Council resolve that the list of payments totalling £68,146.58 made in the month of July 2017 be received and approved.

That the council resolve that the list of payments totalling £13,326.57 made in the month of August 2017 be received and approved.

- (ii) Bank Reconciliation Statements (enclosed)
To receive and consider the bank reconciliation statements for July and August 2017
- (iii) Summary and Detailed Income & Expenditure Statements (enclosed)
To receive and consider the summary and detailed income & expenditure statements for August 2017
- iv) Council Disposition of Funds at 31st August 2017 (enclosed)
To receive the disposition of funds statement
- v) Internal Controls – the following internal controls have been undertaken since the last town council meeting:
 - Income controls
 - Bank reconciliationThey were considered satisfactory.
- vi) Appointment of new Internal Auditor (enclosed)
To receive the report from the Town Clerk and Finance Assistant regarding the appointment of a new Internal Auditor
- vii) Budget Review (to follow)
To receive the Budget review report and spreadsheets

13 **S106 MONEY**

To receive and consider information sent from WODC (enclosed)

14 **ENVIRONMENT MATTERS**

- (i) To receive an oral report from Cllr P Redpath (CMfE)) following his meeting with James Aylward from Wychwood Project on the morning of 12th September.
- (ii) To receive a report from Wychwood Project for June, July & August.
- (iii) To receive and approve invoice from Wychwood Project for June – August period.
- (iv) To receive a letter from Mrs Jenny Edwards regarding the Lawn Cemetery

15 **DECISION-MAKING OUTSIDE OF PROPERLY CONVENED COUNCIL MEETINGS:**

To receive a report and motion from Cllr S Parnes (enclosed)

16 **DEVELOPING A COMMUNITY PLAN**

To receive a report from Cllr B Yoxall (enclosed)

17 **TOURISM DEVELOPMENT**

To receive a report from Cllr B Yoxall (enclosed)

18 **COUNTRYFILE LIVE EVENT**

To receive a report from Cllr B Yoxall (enclosed)

19 **REVISED STAGECOACH BUS SERVICE TO/FROM OXFORD AND WITNEY/BURFORD**

To receive a report from Cllr B Yoxall (enclosed)

20 **CAR PARKING IN WOODSTOCK**

To receive a report from Cllr B Yoxall (enclosed)

21 **PROPERTY MATTERS**

(i) To receive a report from the CMfP, Cllr A Grant (to follow)

(ii) To receive and consider quotes for flooring at the Community Centre (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).

22 **SEALING AND SIGNING OF DOCUMENTS**

To agree sealing and signing lease for 4 Market Street



Town Clerk
Janine Saxton