

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL HELD AT 7.30 PM ON TUESDAY 8<sup>th</sup> APRIL 2014  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr J Cooper (Mayor)

Cllr B Yoxall

Cllr E Poskitt

Cllr L Maybury

Cllr M Robertson (Deputy Mayor)

Cllr Mrs V Edwards

Cllr Mrs E Stokes

Cllr T Wray (from item WTC/304/13 (ii))

**ALSO IN ATTENDANCE:** 3 members of the public.

**WTC/301/13 APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllrs C Carritt, S Parnes, Mrs E Jay, P Jay and County Cllr Ian Hudspeth.

**WTC/302/13 TO RECEIVE DECLARATIONS OF INTEREST:** No pecuniary interests were declared. The following general interests were recorded:

Cllr E Poskitt: Agenda Item 11 Planning as a West Oxfordshire District Cllr who sits on the Uplands Sub Committee.

Cllr J Cooper, The Mayor: Agenda Item 11 Planning, as member of West Oxfordshire District Council who is involved in planning

Cllr B Yoxall, Agenda Item 18 Bloom Budget for Hoggrove Steps.

**WTC/303/13 MINUTES:** The minutes of the Town Council meeting that took place on Tuesday 11<sup>th</sup> March 2014 were approved and signed as a correct record subject to the following amendment:

WTC/295/13, Winter Weather Maintenance. Part of the second sentence was amended to read "...deliver free of charge 25kg bags of salt...". The word "additional" was inserted in the last sentence after "40".

**WTC/304/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

(i) Mrs Trish Redpath

Mrs Redpath addressed the Council about Agenda Item 11 Planning, (iii) Comprehensive Public Consultation in Woodstock and reminded the Council of the previous polls and questionnaires that had been taken since 1998.

Mrs Redpath questioned the need for another poll and queried the cost and purpose of undertaking one and also wanted to know who would be asked. She asked the Council to maintain its current policy and resist any further new developments in Woodstock.

(ii) Chief Inspector Kath Lowe

Chief Inspector Kath Lowe addressed the Council on behalf of Superintendent Colin Paine and provided an update about TVP arrangements during the CLA Game Fair and also the sale of the former Police Station site. The police will be providing dedicated motorbike support at this year's CLA and will have a mobile police unit on site to provide information about rural crime to visitors to the event. The CLA organisers have employed a traffic management company to direct traffic.

A press release had been published the previous day providing information about the plans for the development of the police station site in Hensington Road. The plan is to demolish the existing building and develop the site to

include a police office, a modest number of new homes and a new Health Centre. It was noted that this is dependent on support from the National Health Service. Some Cllrs suggested that it would be useful if, in future, the plans were sent directly to WTC as well as to the Town Partnership.

Cl Lowe noted that the crime statistics published that day revealed that crime in the Woodstock area was down by 5%. This was the lowest rate of crime for 15 years and was good news.

The Mayor thanked Chief Inspector Lowe for attending the meeting and updating the Council.

### **WTC/305/13 COUNTY AND DISTRICT COUNCILLOR UPDATES**

(i) Report from County Councillor I Hudspeth

The Council received and noted the April report from County Cllr I Hudspeth. Cllr Hudspeth provided additional information about "Connecting Oxfordshire" which he considered to be an opportunity to start debate about the future of transport in Oxfordshire post 2020. Discussion followed.

Cllr Hudspeth said that the first new railway station to open in England since 1936 will be at Water Eaton in Oxfordshire. This will provide trains running at 15 minute intervals both ways along the tracks. In response to a question about the potential detrimental effect of HS2 on several Oxfordshire businesses Cllr Hudspeth said that OCC will oppose HS2 unless there are benefits to Oxfordshire residents. He noted that the biggest improvement should be to the transport of freight. Ultimately the decision about HS2 will be a Government decision.

(ii) Report from District Councillors J Cooper and E Poskitt

The Council noted the April report from District Cllrs J Cooper & E Poskitt.

**WTC/306/13 QUESTIONS:** None.

**WTC/307/13 COMMUNICATIONS:** The Mayor reported that it was proposed to install a plaque on the Community Centre in memory of Cllr Mrs Pauline Richardson. The plaque will be carved from stone and designed by the mason who designed the historic plaques around Woodstock. It will cost £1,500 - donations are being sought but the Mayor asked the Council to approve a contribution of £750 towards the project - £375 from Bloom and £375 from the Civic budget and the council agreed to do so. The rest of the funding has been underwritten by a resident.

The Mayor thanked the staff, the Deputy Mayor, the Chair of the Environment Committee, the Council Member for Property and all other Cllrs for their support during his term of office.

**WTC/308/13 MOTIONS PRESENTED TO COUNCIL:** All of the motions submitted to Council related to agenda items and were therefore taken when the relevant agenda item was discussed.

**WTC/309/13 COMMITTEE MEMBERSHIP:** Cllr L Maybury agreed to join the Environment Committee.

**WTC/310/13 STANDING ORDERS:** A paper from Cllr C Carritt about an interim review of the Council's Standing Orders and Financial Regulations was noted. Cllrs were asked to send any comments to the Town Clerk who will then forward these to Cllr C Carritt and the Mayor.

**WTC/311/13 PLANNING:** The Mayor and Cllr E Poskitt declared general interests as District Cllrs involved in Planning.

(i) Planning Applications

The Council received and considered the following planning applications:

a) Ref: 14/0336/P/LB The Crown Inn, 31 High Street, Woodstock: Internal alterations (retrospective)

**RESOLVED** that Woodstock Town Council wishes to make no comment about this planning application.

b) Ref: 14/0338/P/FP 10 Princes Ride, Woodstock: Erection of 2 storey side extension.

**RESOLVED** that Woodstock Town Council wishes to make no comment about this planning application.

c) Ref: 14/0371/P/FP Sansoms Cottage, Wootton: Erection of single and two storey extensions.

**RESOLVED** that Woodstock Town Council wishes to make no comment about this planning application.

d) Ref: 14/0391/P/FP 26 Park Street, Woodstock: Alterations to include pitched roof to garage and erection of single storey rear extension.

**RESOLVED** that Woodstock Town Council wishes to make no comment about this planning application.

e) Ref: 14/0400/P/FP 80 Manor Road, Woodstock: Erection of detached house and garage.

**RESOLVED** that Woodstock Town Council wishes to make no comment about this planning application.

**ACTION:** *The Administrative Assistant will send the planning responses to WODC.*

(ii) Planning Information Communications

The Council received and considered an email from a resident which suggested that WTC should not put planning advice received from Kemp and Kemp on its web site. The Mayor did not agree with this suggestion because the information would be presented in a report from the Uplands Planning Sub-Committee and was therefore in the public domain.

**ACTION:** *The Mayor will respond to the resident.*

(iii) Comprehensive Public Consultation in Woodstock

Cllr B Yoxall proposed the following motion:

That cognisant of the following

a) that natural developmental pressures are posing a threat to WTC's position of opposition to any future housing development in the town

b) that WTC's position is likely to be challenged by WODC in the light of the SHMA findings

c) that it is desirable to have a more comprehensive assessment and analysis of public opinion than has been carried out hitherto

d) that such consultation is likely to carry more weight given independent input

WTC proposes to engage the services of Kemp & Kemp to undertake comprehensive consultation of public opinion in Woodstock on the subject of housing development in the light of the recent SHMA carried out for WODC, such consultation to be carried out as soon as possible. Cllr Mrs E Stokes seconded this motion and discussion followed. This motion fell on a vote (2 votes for and 6 votes against).

**WTC/312/13 VARIATION OF PREMISES LICENCE:** The Council received and considered an application to vary the licence for Hampers, Woodstock.

**RESOLVED** that WTC has no comment to make about this planning application.

**ACTION:** *The Town Clerk will notify WODC of the Council's decision.*

**WTC/313/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – APRIL 2014**

The report of the Responsible Financial Officer was received and noted.

(i) List of payments for March 2014

**RESOLVED** That the list of payments totalling £29,967.84 made in the month of March 2014 were received and approved.

(ii) Bank Reconciliation Statements for March 2014

The Council received and considered the bank reconciliation statements for March 2014.

(iii) Summary and Detailed Income & Expenditure Statements for March 2014

The Council received and considered the summary and detailed income & expenditure statements for March 2014.

(iv) Town Clerk Time Off In Lieu (TOIL):

The Council deferred this item until later in the meeting when it was discussed in confidential session.

(v) Disposition of Council Funds at 31<sup>st</sup> March 2014

A report from the Finance Assistant about the disposition of Council funds was received and noted.

**WTC/314/13 WOODSTOCK TOWN CENTRE PARKING REVIEW:** The Council received a summary report prepared by Cllr C Carritt about the recent Town Centre Parking Review that highlighted the main conclusions. Cllr B Yoxall proposed that:

1. WTC support a change to an enhanced level of enforcement of town centre parking regulations by WODC to reduce the amount of overstaying and provide a quicker turn-around of available parking spaces.
2. That WTC request Oxfordshire County Council to introduce new Traffic Regulation Orders in the town centre as follows:-
  - a. A general two hour parking limit with no return for one hour
  - b. Three hour parking on both sides of Park Street from opposite the church to Chaucers Lane.
  - c. Some one hour parking near to the Coop and outside the Post Office.
  - d. Double Yellow Lines (DYLs) on the north side of the junction of Union Street with Brook Hill

- e. The removal of DYLS for a short distance in the one-way section of Rectory Lane near to the entrance to Woodstock House (it is intended that d and e should effectively compensate)
  - f. An additional disabled space near the Coop and one near the Methodist Church
3. That parking in the Hensington Road car park be kept under review to determine the effects of town centre displacement of long term parking
  4. That no further action be taken in the foreseeable future with regard to DYLS in Hensington Road
  5. That further discussions with the principal authorities are undertaken to see what might be possible for town centre residents without off-street parking.

Furthermore:-

1. WTC delegates those town council members of the Traffic Advisory Committee to undertake detailed discussions with WODC and OCC and when details of final proposals are known a report be brought back to Council for consideration
2. No expenditure is to be incurred by WTC without prior Council approval.

This motion was seconded by Cllr Mrs E Stokes and discussion followed. Cllr E Poskitt asked for an amendment to item 2 (f) so that the following was added to the end "(this replaces the taxi rank)". This amendment was accepted by Cllrs Yoxall and Mrs E Stokes and the motion was then put.

**RESOLVED** (unanimous) that

1. WTC support a change to an enhanced level of enforcement of town centre parking regulations by WODC to reduce the amount of overstaying and provide a quicker turn-around of available parking spaces.
2. That WTC request Oxfordshire County Council to introduce new Traffic Regulation Orders in the town centre as follows:-
  - a. A general two hour parking limit with no return for one hour
  - b. Three hour parking on both sides of Park Street from opposite the church to Chaucers Lane.
  - c. Some one hour parking near to the Coop and outside the Post Office.
  - d. Double Yellow Lines (DYLS) on the north side of the junction of Union Street with Brook Hill
  - e. The removal of DYLS for a short distance in the one-way section of Rectory Lane near to the entrance to Woodstock House (it is intended that d and e should effectively compensate)
  - f. An additional disabled space near the Coop and one near the Methodist Church (this replaces the taxi rank).
3. That parking in the Hensington Road car park be kept under review to determine the effects of town centre displacement of long term parking
4. That no further action be taken in the foreseeable future with regard to DYLS in Hensington Road
5. That further discussions with the principal authorities are undertaken to see what might be possible for town centre residents without off-street parking.

Furthermore:-

1. WTC delegates those town council members of the Traffic Advisory Committee to undertake detailed discussions with WODC and OCC and when details of final proposals are known a report be brought back to Council for consideration
2. No expenditure is to be incurred by WTC without prior Council approval.

**WTC/315/13 WAKE UP TO WOODSTOCK MEMBERSHIP RENEWAL:** The Council agreed to defer this item until the May TC meeting.

**WTC/316/13 SALE OF "CAPABILITY BROWN" PICTURE:** The Mayor will ask Cllrs P and Mrs E Jay to help the Town Clerk progress the sale of the "Capability Brown" picture.

**WTC/317/13 DRAFT RIGHTS OF WAY MANAGEMENT PLAN – OCC CONSULTATION:**  
The Council received and considered a paper from Cllr C Carritt which included suggested comments that WTC should make as part of the consultation.

**RESOLVED** (unanimous) that Cllr Carritt's suggested comments are approved and should be relayed to OCC.

**ACTION** Cllr E Poskitt and the Town Clerk will respond to the consultation.

**WTC/318/13 BLOOM BUDGET FOR HOGGROVE STEPS:** Cllr B Yoxall declared a general interest. Cllr Mrs E Stokes put a motion to the Council and explained the background to this motion. The Mayor referred to Standing Order 6 and asked that the Environment Committee consider the motion and brings a proposition back to the next Town Council meeting.

**WTC/319/13 TRANSPORT & TOURISM UPDATE:** Cllr B Yoxall presented an oral update upon transport and tourism. He noted that the hourly bus service between Woodstock and Witney will be retained and extended to Burford under commercial funding. The Woodstock/Kidlington bus service will also be retained in some form.

**WTC/320/13 FOOTPATHS & OPEN SPACES WORKING GROUP:** The minutes of the WTC Footpaths and Open Spaces Working Group meetings of Tuesday 11<sup>th</sup> March and Tuesday 1<sup>st</sup> April 2014 were received and considered.

It was noted that despite assurances that action would be taken to remove the obstruction to the public footpath at the Recreation Road end of the footpath on the west side long Willoughby Way nothing had happened.

**RESOLVED** that WTC will write to OCC asking that a letter be sent to Blenheim requesting action to remedy this situation.

**ACTION:** the Town Clerk will write to OCC.

**WTC/321/13 SUPPORT TO WTC FROM ELLIS WHITTAM**

(i) The Council received and considered a report prepared by the Town Clerk. The Deputy Mayor reported that she had been working with the Town Clerk on this contract and considered that it had been good value for money so far. The Mayor proposed Cllr E Poskitt seconded and the Council

**RESOLVED** that

1. WTC purchases a package of 5 e-learning licences at a cost of £175 plus VAT from EW for the current caretakers, Town Clerk and up to two additional staff (for example the new Administrative Assistant) to undertake web based H&S training to ensure that their knowledge is up to date, subject to Ellis Whittam confirming whether the training counts towards a recognised qualification and the Town Clerk undertaking one of the modules first to confirm its potential effectiveness.

**ACTION:** The Town Clerk will trial one of the e-learning modules and confirm whether the training counts towards a nationally recognised qualification.

2. The Town Clerk is sent on a basic Health and Safety course as she is the member of staff who is most often in the Town Hall – the primary caretaker already holds this certificate because of her duties at the Youth Club.

**ACTION:** The Town Clerk will identify and attend a suitable basic Health and Safety training course.

3. A review of H&S and the WTC risk assessments becomes an annual agenda item for the autumn meeting of each of the two Council committees. WTC already reviews the risk assessments annually and the two items are linked.

**ACTION:** The Town Clerk will include this item on the agendas for each of the autumn meetings of the two committees.

Cllr B Yoxall asked that this matter be discussed further in confidential session and this was agreed.

- (ii) The Environmental, Health and Safety Policy Statement prepared for WTC by its professional Employment and HR advisors, Ellis Whittam, was noted.

**WTC/322/13 MAYOR'S COMMITTEE:** The Council received and considered the minutes from the Mayor's Committee meeting that was held on 25<sup>th</sup> March 2014.

**RESOLVED** that WTC delegates to a panel consisting of the Mayor, Deputy Mayor, Cllr T Wray and the Town Clerk the authority to interview and appoint the new Administrative Assistant.

**WTC/323/13 EXCLUSION OF THE PUBLIC AND PRESS:** The Mayor proposed, Cllr E Poskitt seconded and the Council

**RESOLVED** (unanimous) that because the nature of the business to be transacted was sensitive the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

**WTC/324/13 PROPERTY REPORT:** The Council received and considered a report from Cllr Mrs V Edwards, the Council Member for Property (CMfP).

It was noted that:

a) Town Hall.

(i) Stairlift

Three quotes had been obtained for a three year contract for a six monthly maintenance of the stair lift. This is required for insurance reasons and so the Town Clerk had awarded the contract to Recare as this was the contractor that offered the best value for money.

(ii) Debt from a venue hirer

Despite several reminders a previous hirer of the Town Hall has yet to pay funds that are owed to the Council.

**RESOLVED** that this debt will be pursued and the costs of the debt recovery added to the original debt.

(iii) Sound System

The Town Clerk met with a representative from the company that has offered a free quotation for a sound system in the Mayor's Parlour. The quotation has not yet been received.

b) Community Centre

(i) WUFA has provided a list of the dates on which it hopes to meet from September 2014 and a price has been agreed.

(ii) Cllr C Carritt has agreed to explore the options for improved signage to improve the visibility of the Community Centre.

(iii) WTC received and considered a recommendation by Carter Jonas about a lease renewal. The CMfP proposed, the Mayor seconded and the Council

**RESOLVED** to follow the recommendation of Carter Jonas.

c) 6 Park Street

The current tenant wishes to give up their lease. Carter Jonas will take this forward and look for a new tenant.

d) 8 Park Street

The current tenants are renewing their lease. Carter Jonas is liaising with the tenant about condensation problems and will suggest potential remedies to WTC.

**WTC/325/13 TOWN CLERK TIME OFF IN LIEU (TOIL):** This item was deferred from earlier in the meeting. The Town Clerk left the meeting at this juncture and the Mayor minuted the remainder of the meeting.

**RESOLVED** that the Time off in lieu payment was authorised with the caveat that the accumulation of hours was formally reviewed as standard procedure by the Mayor & Deputy Mayor every month.

**WTC/326/13 SUPPORT TO WTC FROM ELLIS WHITTAM:** A discussion took place on the Ellis Whittam paper and it was requested that advice be obtained on the process of annual staff appraisal. This might avoid the confusion that had occurred in this municipal year.

**The council then went back into open session**

The meeting closed at 9.40pm

Signed ..... Date .....