

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 9<sup>th</sup> DECEMBER 2014  
IN THE TOWN HALL, WOODSTOCK**

**PRESENT:**

Cllr J Cooper (Mayor)  
Cllr B Yoxall  
Cllr T Wray  
Cllr E Poskitt  
Cllr S Rasch

Cllr M Robertson (Deputy Mayor)  
Cllr Mrs E Stokes  
Cllr S Parnes  
Cllr Mrs E Jay

**ALSO IN ATTENDANCE:** 3 members of the public and County Cllr Ian Hudspeth.

**WTC/170/14 APOLOGIES FOR ABSENCE:** Apologies for absence were received from Cllrs L Maybury, P Jay and C Carritt.

**WTC/171/14 DECLARATIONS OF INTEREST:**

The following Cllrs declared general interests:

Cllr J Cooper - Agenda Item 10 as a District Councillor involved in planning matters;  
Cllr E Poskitt - Agenda Item 10 as a District Councillor who sits on the Uplands planning Sub-Committee

**WTC/172/14 MINUTES:**

The minutes of the Town Council meeting that took place on Tuesday 11<sup>th</sup> November 2014 were received and considered. Cllr S Parnes proposed that the following sentence text be inserted before the last sentence in minute WTC/149/14 (i) Report from County Cllr I Hudspeth "He said that he does not consider there to be a link between the Woodstock East and police station redevelopment proposals."

Cllr T Wray seconded the motion and Cllr S Parnes called for a named vote the result of which was as follows:

For: Cllrs S Parnes and T Wray (2)

Against: Cllrs J Cooper (Mayor), M Robertson (Deputy Mayor), E Poskitt and S Rasch (4).

Abstentions: Cllrs Mrs E Stokes, B Yoxall, Mrs E Jay (3).

The motion fell.

The Mayor proposed that the minutes of 11<sup>th</sup> November 2014 be approved as an accurate record and Cllr E Poskitt seconded this motion. Cllr S Parnes called for a named vote the result of which was:

For: Cllrs J Cooper (Mayor) M Robertson (Deputy Mayor) Mrs E Jay, E Poskitt, S Rasch, Mrs E Stokes, T Wray and B Yoxall (8).

Against: Cllr S Parnes (1).

**RESOLVED** The minutes of 11<sup>th</sup> November 2014 are approved as a correct record.

The Mayor then signed the minutes.

The minutes of the Extraordinary Town Council meeting that was held on Tuesday 25<sup>th</sup> November 2014 were received and considered.

Cllr E Poskitt noted that the numbering of the minutes had gone out of sequence after WTC/166/14 Traffic Survey, therefore the numbering of each subsequent minute was amended to correct this error.

Minute WTC/167/14 Tree Work for Woodstock Town Council, was amended so that the figure £1940.00 was inserted after 'a total cost of'.

**RESOLVED** that the minutes of 25<sup>th</sup> November 2014, as amended, are approved as a correct record.

The minutes of 25<sup>th</sup> November 2014 were then signed by the Mayor.

**WTC/173/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

Dr Bob McGurrin: Dr McGurrin said that WAG is concerned that the Pye-Blenheim planning application will be filed imminently and that the 21 day public consultation may close before WTC meets again in January 2015. He asked WTC to send a strongly worded robust objection to the planning application even if it meant holding an ETC.

**WTC/174/14 COUNTY AND DISTRICT COUNCILLORS UPDATES**

- (i) Report from County Councillor Ian Hudspeth: In response to a question Cllr I Hudspeth confirmed that the increase in County Cllr allowances, recommended by an independent panel of three, had been approved that day by full Council. Cllr I Hudspeth had voted for the increased in allowances and had also proposed that in future the Council agrees to automatically accept the future recommendations from the panel. It is up to individual Cllrs to decide whether or not to take the increased allowance.
- (ii) Report from District Councillors J Cooper and E Poskitt: The report from District Cllrs J Cooper and E Poskitt was noted. Cllr S Parnes noted that WODC have recently been promoting food recycling but there is often insufficient space for waste recycling bins especially on the new developments. Cllrs agreed that this matter needs to be brought to the attention of WODC.

**ACTION:** District Cllr Cooper will advise the Environment Overview & Scrutiny Committee of this problem and will also raise this with the planning officers when the Local Plan is considered.

**WTC/175/14 COMMUNICATIONS:** The Mayor reminded everyone that Mayor's Carols will take place at 5pm on Saturday and that help would be much appreciated.

**WTC/176/14 CLARIFICATION OF PROCEDURES FOR INCLUDING ITEMS ON TOWN COUNCIL AGENDAS IN ACCORDANCE WITH STANDING ORDERS:** The Council received and considered an oral report from Cllr S Parnes. Cllr S Parnes proposed a motion that was not seconded and so fell.

**WTC/177/14 QUESTIONS:** None.

**WTC/178/14 MOTIONS PRESENTED TO COUNCIL:** The following motion from Cllr P Jay had been submitted in accordance with WTC Standing Orders.

"The council reaffirms its policy towards the proposed development in East Woodstock, namely that, in agreement with the recent Town Meeting and Town

poll, it opposes any development or urbanisation on green fields abutting and surrounding our town of Woodstock and confirms that the so-called 'Town Partnership' is a private organisation which does not speak for or with the approval of the Town Council on planning or any other matters. It calls upon the Neighbourhood Plan Working Group to convene with all possible speed to formulate proposals both for resisting the proposed development in East Woodstock and for guiding the future development of the town in the best interests of its residents and to report promptly. It appoints Councillor Yoxall as an additional member of the group."

The Mayor sought and received the Council's permission to defer this motion until the next meeting as Cllr P Jay was not present at this meeting.

**ACTION:** *The Town Clerk will include this motion on the agenda for the next WTC meeting.*

**WTC/179/14 PLANNING**

(i) Planning Applications: The Council received and considered the following planning applications:

a) Ref: 14/01567/LBC - 17 Manor Road, Woodstock: Internal Alterations to 2<sup>nd</sup> floor bedroom and insertion of rear roof light.

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

b) Ref: 14/01610/HHD – 1 Westland Way, Woodstock: Erection of first floor side extension.

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

c) Ref: 14/01615/FUL – 9 Banbury Road, Woodstock: Sub-division of the existing dwelling to create two dwellings, erection of two storey rear extension, alterations and provision of off-street parking.

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

d) Ref: 14/01901/FUL – 27 Green Lane, Woodstock: Erection of detached bungalow.

**RESOLVED** that this planning application raises concerns due to the height of the building being greater than that of neighbouring houses and it is out of character with the street scene (Policy B2)

e) Ref: 14/01844/FUL – 3 Market Place, Woodstock: Change of use from class A1 (shop) – D1 (clinic). Internal alterations including replacement staircase and first floor alterations to W.C. to improve accessibility.

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

f) Ref: 14/018455/LBC – 3 Market Place, Woodstock: Change of use from class A1 (shop) – D1 (clinic). Internal alterations including replacement staircase and first floor alterations to W.C. to improve accessibility.

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

- (ii) Further Update on Application re Development of Major Solar Farm on Land North of Oxford Airport, Adj to the Straight Mile, Woodstock: The Council received and noted a report from Cllr Parnes.

**ACTION:** Cllr S Parnes agreed to send his reports to the Town Clerk electronically so that they can then be forwarded to Cllrs prior to a meeting.

**WTC/180/14 FUTURE OF POLICE STATION SITE**

(i) Receipt of New Information. The Mayor noted that there was no new information to report.

(ii) Potential ramifications for Woodstock residents, foreseeably arising from contents of a newly published Monitoring Report on a nearby GP Surgery's capacity, and in light of pending Planning Applications. WTC received and considered a report from Cllr Parnes. Cllr S Parnes proposed a motion that was not seconded and so fell.

**WTC/181/14 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2014**

The Council received and considered the report of the Responsible Financial Officer.

(i) The List of Payments for November 2014

**RESOLVED** that the list of payments totalling £121,793.97 made in the month of November 2014 is approved.

(ii) Bank Reconciliation Statements for November 2014: Noted.

(iii) Summary and Detailed Income & Expenditure Statements for November 2014: Noted.

(iv) Internal Controls. The Council noted that the following internal controls have been undertaken since the last Town Council meeting: Income Controls, Proper Book Keeping and Bank Reconciliations. All were satisfactory.

**WTC/182/14 WINTER WEATHER 2014:** The Mayor said that he is having difficulty finding somebody to lead any winter weather action that may be required this year. The Mayor is willing to come to the Town Hall at 7am as required but his work commitments mean that he is unable to commit to ring the volunteers on the evening before bad weather is anticipated

**ACTION:** The Mayor will continue to seek help to manage any 'winter weather' actions that are required this year.

**WTC/183/14 MAYORS COMMITTEE:** The Council received and considered the minutes from the Mayor's Committee that took place on Tuesday 25<sup>th</sup> November 2014.

**WTC/184/14 TRAFFIC ADVISORY COMMITTEE:** The minutes from the Traffic Advisory Committee meeting that was held on Tuesday 15<sup>th</sup> October 2014 were received by the Council. The Mayor sought and received the Council's permission to defer this agenda item until the January meeting as Cllr C Carritt was not present at the meeting.

**ACTION:** *The Town Clerk will include this item on the agenda for the January 2015 WTC meeting.*

**WTC/185/14 FOOTPATHS AND OPEN SPACES WORKING GROUP:** The Council received and considered the minutes of the meeting of the Footpaths and Open Spaces Working Group that was held on Monday 10<sup>th</sup> November 2014 and an oral report from Honorary Townsman J Banbury. It was noted that the Council considered that it would not be constructive for the Working Group to meet with landowners at the present time.

**WTC/186/14 UPDATE ON TRANSPORT AND TOURISM:** The Council received and considered an update on the draft Transport Strategy Paper from Cllr B Yoxall. The SWOT analysis in the draft report will be modified as suggested by County Cllr I Hudspeth. The Council thanked Cllr B Yoxall for his report.

**RESOLVED** that the report and action plan will be submitted to the local MP, Network Rail and other relevant people.

**ACTIONS:**

1. *Cllr B Yoxall will help the Town Clerk to draft the covering letter.*
2. *The Clerk will arrange for the letter and report to be dispatched.*

**WTC/187/14 PROPERTY REPORT**

(i) Property Management Routine Contract Review

The Council received and noted an updating report from the Council Member for Property (CMfP). The specification has been sent out to various local property management companies.

**EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED** that in view of the commercial 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).

(i) Property Report

The Council received and noted the report from the CMfP who also updated Cllrs about the emergency repair to the Town Hall roof. Further investigations have identified the need for additional urgent H&S work on some of the other 'hips' on the roof. Carter Jonas will survey the roof, confirm the extent of the additional work that is required and recommend a contractor to undertake this work. The cost of this is currently unknown. The Mayor proposed that the Town Clerk and CMfP be delegated authority to authorise additional work up to £7.5 k to repair the Town Hall roof. Cllr B Yoxall seconded the motion but asked that it be amended so that the Town Clerk and CMfP can authorise whatever amount is required. Discussion followed during which the Town Clerk recommended that a specific amount be approved rather than an unspecified budget.

**RESOLVED** that the Town Clerk and CMfP are delegated the authority to authorise additional expenditure of up to £10k on the repair of the Town Hall roof and then report this to Council.

**WTC/188/14 SEALING OF DOCUMENTS:** None.

The meeting closed at 8.43pm

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