

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL HELD AT 7.30 PM ON TUESDAY 11th FEBRUARY 2014
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Mayor)
Cllr C Carritt
Cllr T Wray
Cllr Mrs V Edwards
Cllr P Jay
Cllr Mrs E Stokes

Cllr M Robertson (Deputy Mayor)
Cllr B Yoxall
Cllr S Parnes
Cllr Mrs E Jay
Cllr E Poskitt
Cllr L Maybury

ALSO IN ATTENDANCE: 1 member of the public.

WTC/255/13 APOLOGIES FOR ABSENCE: Apologies for absence were received from County Cllr Ian Hudspeth.

WTC/256/13 TO RECEIVE DECLARATIONS OF INTEREST: No pecuniary interests were declared. The following general interests were recorded:

Cllr S Parnes: Agenda Item 10 Motions (ii) as he is party to a pending FOI request.
Cllr E Poskitt: Agenda Item 11 Planning, as a District Cllr who sits on the Uplands Sub Committee.

The Mayor: Agenda Items 10 Motions (ii), 11(i) Planning Applications, (ii) Naming of a New Development and (iii) Delayed Publication of Strategic Housing Market Assessment (SHMA), as a District Cllr.

WTC/257/13 MINUTES:

(i) Town Council Minutes – 14th January 2014

The minutes of the Town Council meeting that took place on Tuesday 14th January 2014 were approved and signed as a correct record subject to the following amendments:

WTC/233/13, County and District Councillor Updates: The third sentence of the second paragraph was amended so that the words “the boundary wall at” were inserted after the word “damaged” and before the word “the”.

WTC/238/13, Planning (ii) West Oxfordshire Planning Policy Consultation Documents: the second sentence was amended to read “Cllr C Carritt proposed a response supporting the District Council’s proposal for a Community Infrastructure Levy, etc. [for full text see the Agenda for the Town Council meeting of 14th January 2014, Item 10 ii].”

WTC/243/13, Oxford Airport Consultative Committee. In the first sentence the words “high influx” were deleted and replaced by the words “planned renewal”.

(ii) Extraordinary Town Council Minutes – 28th January 2014

The minutes of the Extraordinary Town Council meeting that took place on Tuesday 28th January 2014 were approved and signed as a correct record.

WTC/258/13 WTC ELECTION: The Mayor reported that Cllr L Maybury had won the recent election. Cllr L Maybury had signed her Declaration of Acceptance to Office prior to the meeting and so the Mayor welcomed her on to the Council.

WTC/259/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA: None

WTC/260/13 COUNTY AND DISTRICT COUNCILLOR UPDATES

(i) Report from County Councillor I Hudspeth

The Council received and noted the February report from County Cllr I Hudspeth. WTC congratulated OCC on the “City Deal” that had secured approximately £55.5 million of government funding. It was noted that OCC was still to respond to the concerns raised at the last meeting about damage in Harrison’s Lane and so this will be followed up.

ACTION: *The Town Clerk will ask Cllr I Hudspeth whether he has yet received a copy of the SOFO business plan.*

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

The council received and noted the February report from District Cllrs J Cooper & E Poskitt.

WTC/261/13 QUESTIONS: None.

WTC/262/13 CONDUCT OF COUNCIL MEETINGS

Cllr B Yoxall presented his agenda item and said that he considered that the “one speech” rule introduced by the council in 2012 affected the quality of debate due to the restriction. Cllr B Yoxall proposed the following motion that was seconded by Cllr T Wray, that WTC Standing Order number 6q be amended so that the following words are added at the end “except by leave of the Chairman”. Discussion followed. Cllr P Jay proposed an amendment to the motion to add the following words “and take the opportunity to review any other Standing Orders requiring revision”. This amendment was accepted by Cllrs B Yoxall and T Wray.

The proposed Standing Order will sit for one month and be included on the March TC agenda.

ACTION: *The Town Clerk will put this item on the March TC agenda.*

WTC/263/13 COMMUNICATIONS: The Mayor reported that a tree had fallen on the Finance Assistant’s car during the recent bad weather but luckily although the car had to be written-off the Finance Assistant had been unhurt.

The British Legion has written to the Mayor about the various events that they are planning to commemorate the 100th Anniversary of the start of WW1 and the 70th Anniversary of “D Day”. He will keep the council updated. An update about the possible move of the Doctors surgery to the current Police Station site was received.

WTC/264/13 MOTIONS PRESENTED TO COUNCIL:

The following motions were received and considered in accordance with WTC Standing Orders:

(i) Motion submitted by Cllr B Yoxall

Cllr B Yoxall proposed that noting that retention of the so-called “Capability Brown” painting on Woodstock Town Council premises is likely to lead to its further deterioration and alternative storage arrangements are not satisfactory, it is considered that the most sensible option is to realise its value by offering it for sale at auction at the earliest possible date.

This motion was seconded by Cllr Mrs E Jay. Discussion followed about whether the picture should be put on display in the Town Hall or sold.

Cllr E Poskitt proposed the following amendment: that WTC agrees to sell the picture if this is the agreement of the Woodstock Town Meeting.

This motion was seconded by Cllr C Carritt. Further discussion followed and then the amendment was put to the vote the results of which were 6 votes for and 6 votes against. The Mayor used his casting vote to vote against the proposed amendment which therefore fell.

Cllr Mrs V Edwards proposed the following amendment to the motion that was seconded by Cllr P Jay, and the council

RESOLVED (10 votes for and 2 abstentions) that the following words be added to the end of the original motion: "That a reserve price be set and that if the auction is successful proceeds of the sale be ring-fenced for capital projects that benefit the community of Woodstock".

The main motion as amended was then put and the council

RESOLVED (7 votes for and 5 votes against) that noting that retention of the so-called "Capability Brown" painting on Woodstock Town Council premises is likely to lead to its further deterioration and alternative storage arrangements are not satisfactory, it is considered that the most sensible option is to realise its value by offering it for sale at auction at the earliest possible date, that a reserve price be set and that if the auction is successful proceeds of the sale be ring-fenced for capital projects that benefit the community of Woodstock.

(ii) Motion submitted by Cllr S Parnes

Cllr S Parnes declared a general interest in his motion. Cllr Parnes proposed that the Council:

1. Concerned about a secretive mystery sale of District Council land (including freehold disposal of a non-publicly identified District Council owned building) in Woodstock;
2. Having regard and support for our Mayor's comments as District Councillor at:
(a) WODC's January 15th Cabinet meeting where he suggested consideration of alternative means of disposal of the property by auction or tender rather than private treaty; and
(b) WODC's Jan 22nd Council meeting where he suggested that in future there should be a system whereby local members are advised of any proposal in their wards;
3. Considering that in the present circumstances where the Town is enduring effects of an on-going array of controversial multi-dwelling development applications along the Shipton & Hensington Roads corridor and vicinity, unadvertised private treaty sales of undisclosed publicly owned land and/or buildings in Woodstock is bound to produce negative effects on public confidence - including in relation to concerns of achieving best value for money;

Resolves that Woodstock Town Council shall write to WODC's Chief Executive, communicating the contents of the paragraphs above, and to request the identification of the publicly owned land in our Town.

Cllr P Jay seconded the motion.

Discussion followed during which Cllr C Carritt proposed an amendment which was seconded by Cllr Mrs E Stokes that items 1-3 would be deleted and that WTC would resolve to write to WODC asking for identification of publicly owned land in this town [Woodstock]. The result of the subsequent vote was 5 votes for, 6 votes against and 1 abstention therefore the proposed amendment fell.

Cllr T Wray proposed an amendment whereby the words “secretive mystery” are deleted from part one of the motion and this amendment was accepted by Cllrs S Parnes and P Jay.

Cllrs Mrs V Edwards proposed an amendment whereby section 3 would be removed from the motion. This amendment was seconded by Cllr E Poskitt and accepted by Cllrs S Parnes and P Jay. The motion as amended was then put and the council

RESOLVED (11 votes for and 1 abstention) that the Council:

1. Concerned about a sale of District Council land (including freehold disposal of a non-publicly identified District Council owned building) in Woodstock;

2. Having regard and support for our Mayor’s comments as District Councillor at:
(a) WODC’s January 15th Cabinet meeting where he suggested consideration of alternative means of disposal of the property by auction or tender rather than private treaty; and
(b) WODC’s Jan 22nd Council meeting where he suggested that in future there should be a system whereby local members are advised of any proposal in their wards;

shall write to WODC’s Chief Executive, communicating the contents of the paragraphs above, and requesting the identification of the publicly owned land in our Town.

ACTION: *The Town Clerk will write to Mr Hoare at WODC.*

WTC/265/13 PLANNING:

The Mayor and Cllr E Poskitt declared general interests.

(i) Planning Applications

The council received and considered the following planning applications:

- a) Ref: 14/0076/P/FP, 15 Marlborough Crescent, Woodstock: Construction of dormer window to rear elevation.

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

- b) Ref: 14/00092/P/FP, 18 Hensington Road, Woodstock: Alterations and extensions to side and rear elevations.

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

- c) Ref: 14/0101/P/FP, 9 New Road, Woodstock: Erection of two storey and single storey extensions. Erection of garden shed and alterations to existing vehicular access.

Cllr E Poskitt proposed, Cllr Mrs E Jay seconded and WTC

RESOLVED (8 votes for, 3 votes against and 1 abstention) that it **objects** to this planning application on the grounds of planning policy B2, over development.

- d) Ref: 14/0113/P/FP, Woodstock Methodist Church, 40 Oxford Street, Woodstock: Erection of single and two storey link extension (Amendments to Planning Permission 12/1788/P/FP to increase floor area by 34sq).

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

- e) Ref: 14/0121/P/FP, 17 Park Lane, Woodstock: Insertion of new dormer to front elevation.

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

ACTION: *The administrative officer will send the planning responses to WODC.*

(ii) Naming of a New Development

The council received and considered an application to officially address a new development at Shipton Road, Woodstock and some supplementary information from Cllr S Parnes. Cllr P Jay proposed and Cllr S Parnes seconded a motion that the new development be called "Golgotha Court" but this fell on a vote (2 votes for, 10 votes against).

Cllr C Carritt proposed that in recognition of the locally connection and lovely garden of a previous householder the new development be called "Harriet's Garden". The Deputy Mayor seconded this motion and WTC

RESOLVED (7 votes for, 3 against and 2 abstentions) that Woodstock Town Council recommends that the new development is called "Harriet's Garden".

(iii) Delayed Publication of Strategic Housing Market Assessment (SHMA)

The council received and considered a report from Cllr Parnes about the delay in WODC's publication of the SHMA, and related updates. Cllr P Jay proposed that WTC:

- (i) takes note of the report from Cllr S Parnes and reaffirms its endorsement on the 18th December 2012 of the resolution of the Town meeting on 12th December 2012,
- (ii) supports the view consistently expressed by a majority of the Woodstock electorate that Woodstock has completed its contribution to the District's housing strategy and
- (iii) opposes any further allocation to Woodstock with the Local Plan 2012.

This motion was seconded by Cllr S Parnes. Discussion followed and the motion was then put. A Cllr called for a named vote the result of which was:

For: Cllrs P Jay and S Parnes (2).

Against: Cllrs C Carritt, J Cooper, Mrs V Edwards, L Maybury, E Poskitt, M Robertson and Mrs E Stokes, (7)

Abstained: Cllr Mrs E Jay, T Wray and B Yoxall (3)

The motion fell.

WTC/266/13 COMMUNITY SAFETY PARTNERSHIP MEETING 6TH FEBRUARY 2014

The council received and noted an oral report from Cllr P Jay. It was noted that a representative from WODC will attend the next meeting to address the council about the work of the Community Partnership.

ACTION: *The Town Clerk will include this item on the agenda for the March TC meeting.*

WTC/267/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2014

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

(i) List of payments for January

RESOLVED That the list of payments totalling £31,417.65 made in the month of January 2014 were received and approved.

(ii) Bank Reconciliation Statements for January 2014

The council received and considered the bank reconciliation statements for January 2014.

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

The council received and considered the summary and detailed income & expenditure statements for January 2014

(iv) Projected Budget Outturn 2013/14

The council received and noted a paper from the Finance Assistant about the projected end of year figures.

(v) Internal Controls

The council noted that the internal controls for Asset Controls and Income Controls undertaken by Cllrs in January were certified satisfactory.

(vi) Risk Assessment

The Town Clerk reported that the risk assessment for WTC had been updated and thanked the Cllrs that had contributed to this. The Mayor proposed, the Deputy Mayor seconded and the council

RESOLVED that the updated risk assessment is approved by WTC

ACTION: *The updated risk assessment will be signed by the Mayor and the Town Clerk.*

WTC/268/13 PARKING REVIEW

The council received and noted the draft report about the parking review from Cllr C Carritt. Cllr C Carritt was thanked for his considerable work on this report and discussion followed.

Cllr C Carritt proposed, Cllr B Yoxall seconded and WTC

RESOLVED (10 votes for 1 vote against and 1 abstention) that:

1. WTC notes the result of the Town Centre parking review and public consultation and resolves that nominated representatives from WTC enter discussions with WODC and OCC on next steps. No delegated powers to be conferred on the Council members so delegated and a further report brought to Council in due course. Further, it is recommended that the town centre parking issue be included in the Annual Town Meeting agenda in March to enable further public debate and that following this meeting the report be put on the WTC web site and a brief summary put into Woodstock & Bladon News.
2. Cllr Carritt and the Mayor will draft a letter about residents' issues that need to be taken up with WODC and OCC and the Cllrs on the Traffic Advisory Committee will take this matter forward.

WTC/269/13 MAYOR'S COMMITTEE

The council received and considered the minutes from the Mayor's Committee meeting that was held on 28th January 2014. The Mayor proposed and the Deputy Mayor seconded the recommendation of the Mayor's Committee that town council papers be distributed electronically to Cllrs. Discussion followed.

Cllr B Yoxall proposed an amendment to the motion that hard copies be made available to Cllrs that request them. This amendment was seconded by Cllr Mrs E Stokes and WTC.

RESOLVED (7 votes for, 3 votes against and 2 abstentions) that hard copies are made available to Cllrs that request them.

The motion as amended was then put. A Cllr called for a named vote the result of which was:

For: Cllrs J Cooper, Mrs V Edwards, L Maybury, P Jay, E Poskitt, Mrs E Stokes and B Yoxall (7)

Against: Cllrs C Carritt, Mrs E Jay and S Parnes (3)

Abstentions: Cllrs M Robertson and T Wray (2)

RESOLVED that town council papers will be distributed electronically to Cllrs and that hard copies will be made available to Cllrs that request them.

WTC/270/13 WATER MEADOWS UPDATE

The council received and noted a report by Cllr Mrs E Jay.

WTC/271/13 MEMORIAL INSPECTIONS

The council received and considered an oral report by Cllr C Carritt and some information previously circulated by the Town Clerk about the previous cost of the memorial testing that had been undertaken in the cemeteries. Cllr C Carritt proposed, Cllr Mrs E Jay seconded and WTC

RESOLVED that ICCM be asked to undertake memorial testing at the Green Lane and Hensington Road cemeteries in June 2014 and report their findings for a total cost of £1,250.00 plus VAT.

WTC/272/13 PROPERTY REPORT

The council received and considered a report from Cllr Mrs V Edwards, the Council Member for Property (CMfP).

EXCLUSION OF THE PUBLIC AND PRESS

The CMfP proposed 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 Mayor seconded this motion and WTC.

RESOLVED

That members of the public leave the meeting temporarily whilst the Council considered confidential information.

(i) 4 Park Street

The CMfP reported that the refurbishment of 4 Park Street is progressing to time and budget and will be signed off on 26th February. References have been taken for the new tenants and a deposit obtained. The new tenants will move in on 5th March, initially on a two year lease at a rent that CJ has advised to be the market rate.

RESOLVED that Carter Jonas be authorised to sign the tenancy agreement for 4 Park Street on behalf of WTC.

ACTION: *The Town Clerk will confirm with Carter Jonas that they are authorised to sign the tenancy agreement*

(ii) Rent Arrears

RESOLVED that rent arrears costs will be passed onto the respective tenants.

The CMfP noted that the Carter Jonas staff are managing the property portfolio well. The council then went back into open session.

WTC/273/13 FOOTPATHS AND OPEN SPACES WORKING GROUP

(i) Minutes

The council received and noted the minutes of the meeting of the Open Spaces and Footpaths Working Group that was held on Tuesday 28th January 2014.

(ii) Discussions with the Football Club

The council noted that there had recently been a useful meeting with the local Football Club.

WTC/274/13 SPORTIVE BID:

The council noted an oral report from the Mayor about the possibility of a small amount of money being available for Woodstock junior sports clubs arising from the WODC sportive bid. WTC

RESOLVED that the Mayor can hold discussions with various Woodstock junior sports clubs that might be able to benefit from the Sportive bid.

WTC/275/13 STREET TRADING POLICY

RESOLVED that the pre-consultation exercise from WODC and the motion by Cllr S Parnes are deferred until the March town council meeting.

ACTION: *The Town Clerk will put this item on the agenda for the March town council meeting.*

WTC/276/13 LITTER PICK

It was noted that the annual litter pick will take place on Saturday 22nd March. Participants are invited to gather at 10am at the corner of Brook Hill and Union Street. It was hoped that more young people might take part this year

WTC/277/13 OXFORD AIRPORT CONSULTATIVE COMMITTEE

It was noted that the airport is now testing their crash alarms on a daily basis between 6am and 6.30am and would welcome any feedback from residents.

WTC/278/13 SEALING OF DOCUMENTS

The council

RESOLVED that a lease renewal for one of the ground floor offices in the Community Centre will be sealed and signed by the Mayor and Town Clerk.

This was then actioned.

The meeting closed at 10.29pm.

Signed Date