

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 11th NOVEMBER 2014
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

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

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

ALSO IN ATTENDANCE: 10 members of the public.

WTC/144/14 APOLOGIES FOR ABSENCE: Apologies for absence were received from Cllr L Maybury.

WTC/145/14 DECLARATIONS OF INTEREST:

Cllr E Poskitt declared a pecuniary interest in Agenda Items 10 (v) Planning, Update on Scoping Opinion for 1500 homes and additional development on Land South of Perdiswell Farm and Agenda Item 11 Perceived Inaccuracies & Imprecisions in developer's published record of September 'stakeholder presentation' on 'Woodstock East' development proposal, as she lives in Hedge End, and left the meeting whilst these items were discussed.

The following Cllrs declared general interests:

Cllr J Cooper - Agenda Item 10 as a District Councillor involved in planning matters; Agenda Item 14(iv) (iii) Report of the Responsible Financial Officer, Budget 2015/16, Grant Applications as Chairman of the Woodstock Youth Club.

Cllr E Poskitt - Agenda Item 10 as she is a District Councillor who sits on the Uplands planning Sub-Committee; Agenda Item 14 (iv) (iii) Report of the Responsible Financial Officer, Budget 2015/16, Grant Applications as part of the Woodstock Good Neighbours scheme.

Cllr B Yoxall – Agenda item 10(i) (d) Planning Ref 14/01497/FUL as a personal friend of one of the applicants.

Cllr Mrs E Stokes - Agenda Item 14(iv) (iii) Report of the Responsible Financial Officer, Budget 2015/16, Grant Applications as a member of the Woodstock Youth Club Committee.

Cllr C Carritt - Agenda Item 14(iv) (iii) Report of the Responsible Financial Officer, Budget 2015/16, Grant Applications as treasurer of the Woodstock Youth Club.

WTC/146/14 MINUTES: The minutes of the Town Council meeting that took place on Tuesday 14th October 2014 were approved and signed as a correct record subject to the following amendments:

WTC/122/14 Minutes. The third line of the third paragraph was amended by the letters 'ed' being added to the word 'reaffirm'.

WTC/126/14 County and District Councillor Updates (i) Report from County Cllr I Hudspeth. The following words were inserted at the end of the action before the full stop 'if asked by the TC to do so'.

WTC/128/14 Questions. In the second sentence of the Mayor's response the spelling of a word was corrected to read 'sought'.

WTC/130/14 Planning. (iv) Local Plan (b) Planning Consultancy. In the first line the word 'they' was deleted and replaced by 'Kemp and Kemp'

WTC/147/14 TOWN COUNCIL VACANCY: Following an uncontested election Mrs Sandy Rasch has become a member of Woodstock Town Council. The Mayor welcomed Cllr Rasch to the Council.

WTC/148/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

- (i) Mrs A Wild
Mrs Wild addressed the Council about her objections and concerns relating to planning application Ref: 14/01497/FUL – 1 Glovers Close, Woodstock.
- (ii) Mrs P Williams
Mrs Williams addressed the Council about her objections and concerns relating to planning application Ref: 14/01497/FUL – 1 Glovers Close, Woodstock. Mrs Williams suggested that there might be a covenant on this land. It was suggested that she might like to try and confirm this.
- (iii) Mr P Redpath
Mr Redpath addressed the Council about his concerns relating to the sale of the Woodstock Police Station.

WTC/149/14 COUNTY AND DISTRICT COUNCILLORS UPDATES

- (i) Report from County Councillor Ian Hudspeth: The report from County Cllr I Hudspeth was received and noted. He said that OCC might consider undertaking a session of free electric blanket testing in Woodstock if sufficient interest could be confirmed. He asked that details of interest be sent to him. Cllr I Hudspeth confirmed that the funding for the proposed link road between the A40 and A44 is indicative funding for 2016/17.
- (ii) Report from District Councillors J Cooper and E Poskitt: The report from District Cllrs J Cooper and E Poskitt was noted. The Mayor confirmed that during Uplands Sub-Committee he had clearly put the WTC policy decision.

WTC/150/14 COMMUNICATIONS: The Mayor thanked everyone who helped on Remembrance Sunday. He met with His Grace the 12th Duke of Marlborough to agree a new order of wreath laying and at that meeting His Grace suggested that in November 2015 he wished to undertake a new venture and introduce a Community Bonfire. The Mayor said that although he would not be the Mayor at that time he considered this to be an excellent idea. The Mayor also noted that in his capacity as one of the WTC representatives on the Youth Club committee he would be prepared to nominate His Grace as President of the Club.

WTC/151/14 QUESTIONS: The Council received the following questions received under Standing Order No 8.

1. Question from Cllr B Yoxall
Can you please clarify Mr. Mayor, whether there is any form of redress at this stage for my view that you personally failed to record Town Council Minute WTC/119/114 (ii) at the September Meeting accurately i.e. I did not leave the meeting until after I had responded to the motion.

The Mayor considered that question had achieved the objective by putting it on the agenda.

2. Question from Cllr S Parnes

Does the Mayor consider West Oxfordshire District Council now has a five-year land supply, or not?

The “Report of the Head of Planning and Strategic Housing” tabled at the District Council’s Housing Development Control Committee meeting of 9th October 2014 contains Mr Phil Shaw’s recommendation (as planning officer of Planning Application 14/0091/P/OP) to grant outline planning consent for up to 700 new houses and accompanying development in “East Carterton”. District Councillors approved the application as recommended. Mr Shaw’s recommendation stated at page 12 of 31:

If outline permission were to be granted in line with the Officer recommendation, it is reasonable to assume that the first residential completions could take place in 2016/17. With an anticipated delivery rate of around 75 dwellings per year, between 2016 and 2020 the site is likely to deliver around 300 new homes.

Based on the Council’s current 5-year supply assumptions and methodology this would be sufficient to demonstrate that the Council has in excess of a 5-year supply of deliverable housing land (5.3 years).

The ability to help deliver a five-year housing land supply is clearly an important material consideration in the determination of this application.

If the Officer recommendation was reliable and the five-year land supply has been met, why didn’t WODC’s Uplands Area Planning Sub-Committee on Nov 3rd refuse rather than delay planning applications in Long Harborough? Is WODC likely to reveal alternative grounds for supporting approval of major planning applications now that a planning officer has confirmed “the Council has in excess of a 5-year land supply”?

The Mayor said that the reason why the Harborough application was considered in the way it was, was because officers requested more time to carry out research on various matters.

Cllr S Parnes raised a point of order about Standing Orders 8 and 6. The Mayor responded to this point of order and the Council then moved to the next item on the agenda.

WTC/152/14 MOTIONS PRESENTED TO COUNCIL

The Council considered the following motion from Cllr P Jay that had been submitted in accordance with WTC Standing Orders.

The Council:-

- I. Thanks the Mayor for his answer on 14 October to Councillor Peter Jay’s question about his handling of documents relating to the target for housing in the Local Plan Consultation;*
- II. Notes various steps he took personally to look into the matter and to lobby local notables;*
- III. Regrets that the email from the chairman of Shilton Parish Council to parish and town councils in west Oxfordshire enclosing a draft letter to the leader of WODC, to be copied to the Prime Minister, was forwarded to councillors with no indication of its subject [“URGENT – attached letter”] or of its significance;*
- IV. Regrets that the Mayor has never mentioned it at town council. Nor has he ever mentioned the CPRE questionnaire;*
- V. Regrets that his statement on 14 October offers no reply to the following questions at item 8(1) on the agenda for the council meeting on that date:-*
 - (i) The action taken to consult councillors on any response;*

- (ii) *The authority for the statement reported in the covering letter of 12 September, 2014, that Woodstock preferred to send its own response;*
- (iii) *What, if any, written response Woodstock sent; and*
- (iv) *The authority for that response;*

VI. Asks him now to supply that specific information;

VII. Regrets that the impression was given by the manner in which the documents were handled that Woodstock town council did not share or support the concerns being expressed by other towns and parishes and by the CPRE about the local plan for West Oxfordshire and about the national government's abandonment of the principle of localism;

VIII. Seeks in view therefore of the unsatisfactory nature of his reply an assurance from the Mayor that he will in future miss no opportunity:

- i. to bring all such matters, duly highlighted, to the early attention of the council and of councillors for their consideration; and*
- ii. to reinforce unambiguously the council's agreed message of opposition to development proposals such as those currently for multiple or large-scale house-building in and around Woodstock.*

This motion was seconded by Cllr B Yoxall. Discussion followed. The Mayor said that he had been attempting to do his best but apologised if this email didn't come out with enough emphasis. It was noted that there was no criticism of the staff. Cllr P Jay noted and accepted the Mayor's apology. The Mayor confirmed that he will continue to use his very best endeavours to make sure that the point of view of the Town Council which he chairs is heard loudly and prominently in all appropriate occasions. Cllrs P Jay and B Yoxall agreed not to proceed with the motion.

WTC/149/14 PLANNING

(i) Planning Applications

The Council received and considered the following planning applications:

a) Ref: 1482/LBC – The Cowyards, Oxford Road, Woodstock

Removal of existing agricultural building and erection of new extension to form office development.

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

b) Ref: 14/01456/FUL – The Cowyards, Oxford Road, Woodstock

Removal of existing agricultural building and erection of new extension to form office development, formation of additional car parking and amenity space.

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

c) Ref: 14/01489/HHD - 16 Hill Rise, Woodstock.

Alterations and erection of single storey rear extension and front porch (part retrospective).

RESOLVED that Woodstock Town Council **OBJECTS** to this planning application on the grounds of the inadequate drawings that are available on the web site, that it is over development of the site and that it causes inconvenience to the neighbouring house.

d) Ref: 14/01497/FUL – 1 Glovers Close, Woodstock,
Removal of garage and erection of new two storey dwelling. Cllr B Yoxall declared a general interest.

RESOLVED that Woodstock Town Council **OBJECTS** to this planning application on the grounds of Planning Policy B2 of the WODC Local Plan as the building would lead to a general reduction in standards of the street scene.

e) Ref: 14/01519/LBC – Churchill House, 4 Oxford Street, Woodstock
Internal and external alterations.

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

f) Ref: 14/01529/FUL – 27-29 Oxford Street, Woodstock
Construction of small first floor office above covered walkway.

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

(ii) Town Poll

The Council received and noted the results of the Town Poll that took place on Thursday 6th November. The Woodstock electorate of 2539 residents was asked 'Do you oppose any development or urbanisation on green fields abutting and surrounding our own town of Woodstock? ". 544 residents voted yes, 92 residents voted no, 1 ballot paper was rejected. The turnout was 25.13%

Cllr Jay proposed that the Council notes the results of the Town Poll and confirms its commitment to support that motion in every available way. The motion was seconded by Cllr Mrs S Rasch. A Cllr called for a named vote the results of which were as follows:

For: Cllrs J Cooper, E Poskitt, T Wray, Mrs E Jay, S Parnes, Mrs S Rasch, P Jay, Mrs E Stokes and B Yoxall (9)

Against: Cllrs C Carritt and M Robertson (2)

RESOLVED that the Council notes the results of the Town Poll and confirms its commitment to support that motion in every available way.

ACTION: *The Mayor will post the results on the notice boards around the Town.*

(iii) Major Solar Farm on Field outside Woodstock

The Council received and noted an oral report from Cllr Parnes.

(iv) Update on Development of Field between Marlborough School and Budds Close

The Council received and noted an oral report from Cllr Parnes that observed that the developers no longer intend to enhance the Budds Close play area as previously proposed and suggested that this matter be queried with the planning officer at WODC.

ACTION: *Cllr S Parnes will forward an email containing his query about the play area to the Mayor for forwarding to Mr Tucker at WODC.*

Cllr E Poskitt declared a pecuniary interest and left the meeting at this point.

- (v) Update on Scoping Opinion for 1500 homes and additional development on Land South of Perdiswell Farm

The Council received and noted an oral report from Cllr Parnes.

WTC/150/14 PERCEIVED INACCURACIES & IMPRECISSIONS IN DEVELOPER'S PUBLISHED RECORD OF SEPTEMBER 'STAKEHOLDER PRESENTATION' ON 'WOODSTOCK EAST' DEVELOPMENT PROPOSAL

The Council received and noted an oral report from Cllr S Parnes.

WTC/151/14 WOODSTOCK EXHIBITION FOUNDATION

The Mayor noted that he was still looking for a WTC representative to become a trustee on the Woodstock Exhibition Foundation.

ACTION: *The Mayor will continue to seek a WTC representative to become a trustee on the Woodstock Exhibition Foundation.*

WTC/152/14 FUTURE OF POLICE STATION SITE

The Council received and noted the minutes of the meeting of the Police Station Working Group that was held on Friday 31st October 2014.

Cllr E Poskitt rejoined the meeting during these discussions.

ACTIONS:

1. *The Mayor will distribute a copy of the confidential section of the minute from this meeting to all Cllrs.*
2. *This matter will be included on the agenda for the December TC meeting.*

WTC/153/14 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 October 2014

RESOLVED that the list of payments totalling £42,715.10 made in the month of October 2014 are approved.

- (ii) Bank Reconciliation Statements for October 2014

The bank reconciliation statements for October 2014 were noted.

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

The summary and detailed income & expenditure statements for October 2014 were noted.

- (iv) Budget 2015/16

The Council received and considered a budget paper from Cllr P Jay, the draft budget for 2015/16 and the grant applications received for 2015/16. Cllrs Mrs E Stokes, J Cooper, E Poskitt and C Carritt each declared a general interest in specific grant applications.

Cllr P Jay proposed that the Council:

- a) Adopt the budget set out in the table called <budget 2015-16 version 4pj
- b) Set the precept for 2015/16 at £90,000.
- c) Approve the forward plan to 2020/21 [also as set out in those tables]

The Deputy Mayor seconded this motion. Discussion followed.

The following resolutions were made:

a) Priority of Capital Expenditure at the Town Hall

Cllr B Yoxall proposed an amendment to the budget to change the priority of capital expenditure at the Town Hall so that the external painting of the Town Hall take precedent over the boiler and not to reduce the grants budget from £3k to £2k but to leave it at £3k. This amendment was seconded by Cllr S Stokes. Discussion followed during which it was confirmed that if the boilers were to fail they would be treated as an emergency and would be repaired or replaced using funds from the Council's reserves. The amendment was then voted upon.

RESOLVED (9 votes for and none against) that WTC change the priority of capital expenditure at the Town Hall so that the external painting of the Town Hall take precedent over the boiler, and does not reduce the grants budget from £3k to £2k but leave it at £3k.

Cllr C Carritt proposed, Cllr Mrs E Stokes seconded the motion and the Council

RESOLVED (6 votes for and 5 votes against) that £5k be added into the budget for the Old Woodstock football pitch.

The Council then considered an amendment by Cllr Mrs E Jay and

RESOLVED (8 votes for and 1 against) that the Council accepts the outline budget as proposed by Cllr P Jay, as amended by Cllr Yoxall budget and Cllr Carritt, but that a number of issues need clarification and further discussion in a fortnight.

ACTION: An ETC would be arranged for 25th November when the budget would be further discussed.

b) Grants Budget

Cllr B Yoxall proposed and Cllr Mrs E Stokes seconded a motion that the grants budget of £3k is allocated as follows:

Woodstock Youth Club	£1,500
West Oxon CAB	£300
Volunteer Link up	£150
Woodstock Scout & Guide Hut	£250
Woodstock Charity Carnival	£500
Oxfordshire Playing Fields Association (OPFA)	£300

Discussion followed. The Deputy Mayor proposed an amendment that was seconded by Cllr E Poskitt that the £3k budget be allocated as follows:

Woodstock Youth Club	£875
West Oxon CAB	£300
Volunteer Link up	£150
Woodstock Scout & Guide Hut	£875
Woodstock Charity Carnival	£500
OPFA	£300

During the following discussion it was noted that the Carnival now gets a lot of sponsorship.

The proposer and seconder did not both accept the amendment and so it was withdrawn by the Deputy Mayor.

Cllr B Yoxall proposed a compromise to the original motion as follows:

Woodstock Youth Club	£1,000
West Oxon CAB	£300
Volunteer Link up	£150
Woodstock Scout & Guide Hut	£750
Woodstock Charity Carnival	£500
OPFA	£300

The seconder of the original motion did not accept this amendment and so the main motion was then put. The main motion fell on a vote (2 votes for, 5 votes against and 4 non-voters).

Cllr S Parnes proposed a motion based upon Cllr B Yoxall's grant allocation compromise but further amended so that the Woodstock Charity Carnival grant reduced to £250 and Woodstock Scout and Guides Hut grant increased to £1k. This proposal was seconded by Cllr Mrs S Rasch.

Cllr E Poskitt proposed an amendment to Cllr Parnes motion that the grant to the Woodstock Carnival be reduced to £250 and the grants budget overall reduced to £2,750.00. This was seconded by Cllr T Wray. The Mayor said that this amendment contravened the Council's previous decision to allocate £3k to the grants budget and so was not permissible. Cllr E Poskitt then proposed that the grant to the Woodstock Carnival be reduced to £250 and that the remaining £250 of the grants budget be unallocated. This motion was seconded by Cllr T Wray but fell on a vote (4 votes for, 5 votes against and 2 non-voters).

The motion by Cllr S Parnes that was seconded by Cllr S Rasch was then put and the Council.

RESOLVED (4 votes for, 3 against, and 4 non-votes) that the grants budget of £3k is allocated as follows:

Woodstock Youth Club	£1,000
West Oxon CAB	£300
Volunteer Link up	£150
Woodstock Scout & Guide Hut	£1,000
Woodstock Charity Carnival	£250
OPFA	£300

(v) Internal Controls

The Council noted that the following internal controls have been undertaken since the last Town Council meeting: Petty Cash Procedures, Budgetary Controls and Bank Reconciliations. No issues were identified.

WTC/154/14 WINTER WEATHER 2014: The Mayor noted that he is still looking for somebody to deputise for Cllr B Yoxall this year and lead any winter weather action that may be required.

ACTION: The Mayor will continue to seek a deputy to lead on 'winter weather' actions this year.

WTC/155/14 ENVIRONMENT COMMITTEE: The Council received and considered the minutes from the Environment Committee that took place on Tuesday 28th October 2014. The following resolutions were made.

(i) EC/32/14 TERMS OF REFERENCE

RESOLVED: That WTC gives approval for the Terms of Reference and Delegated Powers for the Environment Committee to be updated in respect of planning, to reflect the powers already delegated to the Mayor's Committee as follows:

Planning:-

- i) Terms of reference:-
 - (1) All planning matters of concern to Woodstock;
- ii) Delegated Powers:-
 - (1) Extensions and internal or external alterations to domestic properties where the gross application area does not exceed 25% of the floor area of the main building;
 - (2) Other small residential proposals of less than one complete house, such as a garage, free-standing conservatory or workroom;
 - (3) Internal alterations only for business premises; and
 - (4) Liquor and entertainment licenses;

(ii) EC/34/14 Water Meadows

- (v) Update on the recommendations contained within the Risk Assessment and Disability Access Audit

RESOLVED that

1. the Town Council acts on the recommendation of the risk assessor and installs 3 buoyancy rings and the accompanying casings and posts at a cost not exceeding £1,000.
2. WTC lifts the canopies of the trees that border the footpaths at the Water Meadow to a height of 3 metres
3. the Green Gym is asked to convert the stile at the entrance that is midway down Brook Hill to a kissing gate.

ACTIONS:

1. *Cllr Mrs E Jay will confirm the buoyancy rings etc. that she would like to purchase and provide these details to the office*
2. *The office staff will then order the buoyancy equipment and arrange for its installation.*
3. *The tree contractor when appointed will be asked to quote for the lifting the tree canopies to 3 metres*
4. *Cllr Mrs E Jay will ask the Green Gym to convert the stile into a kissing gate.*

(iii) EC/36/14 Cemeteries

RESOLVED that Nicholson's Nursery be employed to undertake the fencing and hedging work at the cemetery extension at a cost of £1858.64(ex VAT) plus the cost

of a digger in order that they can bury the fencing in the ground and that they also be asked to attach rabbit proof netting to the gates.

ACTION: *The Town Clerk will appoint the contractors.*

WTC/156/14 UPDATE ON TRANSPORT AND TOURISM

The Council received and noted a report from Cllr B Yoxall of a meeting with Chiltern Railways that was held on 23rd October 2014.

WTC/157/14 FUTURE OF BANKING FACILITIES IN WOODSTOCK

The Council received and noted an oral report from Cllr B Yoxall about the initiative by Vince Cable MP, the Business Secretary, on a national basis, saying that he wanted to write to all of the leading banks to indicate that they should be careful to retain the last branch in any town. The Mayor wrote to Barclays Bank on 23rd June 2014 asking for such assurances but had not received a response.

ACTION: *The Mayor will write to the Chairman of Barclays Bank again, building upon Vince Cables initiative, and ask for his commitment to retain the Woodstock branch of Barclays Bank.*

WTC/158/14 PROPERTY REPORT

(i) Property Management Routine Contract Review (b/f October 2014)

The Council received and noted an updating report from the CMfP. The specification has now been completed and is ready to be sent out.

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).

(ii) Sale of the 'Capability Brown' Watercolour

The Council received and considered a paper from the Town Clerk. The Clerk has sought the advice of the National Association of Local Councils (NALC) about which of the WTC Financial Regulations should be applied because the value of the contract between WTC and an auction house will be determined by the amount of money for which the picture is eventually sold. A three part recommendation from the Town Clerk was considered. The Council

RESOLVED (9 votes for and 2 votes against) that WTC considers the advice of NALC at the first available opportunity before taking further action on the sale of the picture.

RESOLVED (10 votes for and 1 against) that the target date for the sale of this picture is summer 2015.

The third part of the motion was not taken.

ACTION: *This matter will be considered again by the Council at the ETC on Tuesday 25th November 2014.*

(iii) Property Report

The Council received and noted a report from the Council Member for Property.

The meeting closed at 10.27pm

Signed Date