

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL HELD AT 7.30 PM ON TUESDAY 14th JANUARY 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 M Robertson (Deputy Mayor)
Cllr B Yoxall
Cllr S Parnes
Cllr Mrs E Jay
Cllr E Poskitt

ALSO IN ATTENDANCE: County Councillor Ian Hudspeth and 2 members of the public.

WTC/229/13 APOLOGIES FOR ABSENCE: Apologies for absence were received and accepted from Cllr Mrs E Stokes.

WTC/230/13 TO RECEIVE DECLARATIONS OF INTEREST: No pecuniary interests were declared. The following general interests were recorded:

Cllr Mrs V Edwards: Agenda Item 5 (i) County Councillor Update, as she is a resident of Harrison's Lane.

Cllr S Parnes: Agenda Item 5 (ii) District Councillor Update as he lives on a development potentially affected by traffic on Shipton Road and Hensington Road.

Cllr E Poskitt: Agenda Item 10 Planning (especially 10 (d)), as a District Cllr who sits on the Uplands Sub Committee and because she also chairs the Wall Plaques Working Group.

The Mayor: Agenda Item 10 Planning, as a District Cllr involved in planning.

WTC/231/13 MINUTES: The minutes of the Town Council meeting that took place on Tuesday 10th December 2013 were approved and signed as a correct record subject to the following amendments:

WTC/210/13, Declarations of Interest: In the final sentence of the declaration of interest by Cllr S Parnes a full stop was inserted after the word "Committee" and the rest of the sentence was deleted.

WTC/228/13, Oxford Airport Consultative Committee: In the first sentence a full stop was inserted after the word "interest" and the rest of the sentence was deleted.

WTC/232/13 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA: None

WTC/233/13 COUNTY AND DISTRICT COUNCILLOR UPDATES

(i) Report from County Councillor I Hudspeth
Cllr Mrs V Edwards declared a general interest.

Cllr Hudspeth reported the OCC response to the recent flooding. There will be a flood summit in March at which possible flood relief measures will be considered. The OCC budget will go to the cabinet on 28th January 2014 and the full council on 18th February 2014. An additional cabinet meeting on 4th February 2014 will discuss Home to School Transport policy. If the council decides to change the provisions for this in the budget proposed on 28th January money will have to be redirected from elsewhere.

Cllr I Hudspeth will share information about the Soldiers of Oxfordshire (SOFO) Museum with WTC. He said that SOFO had yet to share their business plan. It was noted that contractors working on the museum have damaged the boundary wall at

the corner of a house in Harrison's Lane and this has not yet been repaired. The road surface has also been damaged. Cllr Hudspeth said that he would follow these matters up. OCC were thanked for their rapid response to flooding concerns at Cadogan Park.

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

The council noted the January report from District Cllrs J Cooper & E Poskitt. Cllr S Parnes declared a general interest. The council discussed the recent WODC planning decision about 9 flats at 24 Hensington Road. Cllr P Jay proposed, Cllr B Yoxall seconded and WTC

RESOLVED (8 votes for and 1 abstention) that the council invites the Mayor to write to whoever he feels it appropriate at WODC, copied to local press, conveying shock and disappointment by WTC that yet again local opinion and local circumstances have been disregarded in the decision made on 6th January 2014.

Cllr E Poskitt did not take part in the vote. A Cllr asked for a named vote to be recorded:

For: Cllrs J Cooper, M Robertson, B Yoxall, P Jay, Mrs E Jay, Mrs V Edwards, S Parnes and T Wray (8)

Abstention: Cllr C Carritt (1).

WTC/234/13 COMMUNICATIONS: The Mayor thanked the Cllrs who had helped or attended this years Mayor's Carols. This event raised £200 and the visit by Father Christmas in the "Play Bus" was considered to be great success. The Mayor invited Cllrs to attend the inauguration of the "Jubilee" bench at the Woodstock Museum on 31st January 2014. The bench has been designed by Marlborough School pupils. It was suggested that Wake up to Woodstock might like to consider inviting an Edwardian Christmas Fair to the town to complement the "Night of 1000 Candles" and "Mayor's Carols".

WTC/235/13 TOWN COUNCIL ELECTIONS: The Town Clerk updated Cllrs about the forthcoming election on Thursday 6th February 2014. Initially three candidates had come forward but one had since withdrawn. If no other candidate withdraws before noon on Wednesday 15th January 2014, the official deadline for the receipt of withdrawals, the election contest will be between two candidates.

WTC/236/13 QUESTIONS: None.

WTC/237/13 MOTIONS PRESENTED TO COUNCIL:

Cllr S Parnes proposed that the council:

1. Noting the tragic severe house fire on Green Lane around 1am Saturday 4th January;
2. Having regard for bravery and preparedness of Oxfordshire Fire & Rescue Service's attending personnel from Woodstock, Eynsham, Charlbury and Rewley Road stations, as coordinated by the Kidlington Control Room and supported by Thames Valley Police; and
3. Noting the demonstrated importance of adequate highway accessibility for emergency services generally, and ramifications for crowded new developments in particular,

Resolves to communicate to the County Council and Chief Fire Officer: (a) the Council's appreciation for the work of the Fire & Rescue Service, including in

relation to fire on 4th January; (b) the importance of continued County Council provision for training, equipment and deployment to ensure adequate Fire & Rescue Service operations covering Woodstock; and (c) the importance of highlighting road adequacy when responding to, and considering residential development applications in Woodstock.

Cllr E Poskitt proposed an amendment to the motion whereby a full stop would be inserted after part (a) of the motion and the rest deleted. Cllr Mrs V Edwards seconded this motion and Cllr S Parnes accepted this amendment.

RESOLVED (unanimous) that WTC will communicate to the County Council and Chief Fire Officer the Council's appreciation for the work of the Fire & Rescue Service, including in relation to fire on 4th January.

ACTION: *The Town Clerk will write to OCC and the Chief Fire Officer.*

WTC/238/13 PLANNING:

The Mayor and Cllr E Poskitt declared general interests.

(i) Planning Applications

The council received and considered the following planning applications:

- a) Ref: 13/1690/P/FP, 22 Banbury Road, Woodstock - erection of single and two storey extensions.

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

- b) Ref: 13/1702/P/FP, 35 Hensington Road, Woodstock - erection of single storey rear extension.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application but please can applicants be required to produce up to date Ordnance Survey Plans.

- c) Ref: 13/1714/P/FP & 13/715/P/LB, 26 High Street, Woodstock - provision of bedroom in loft space above existing garage and single storey extension to create guest accommodation.

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

- d) Ref: 13/1720/P/LB Erection of three stone plaques - Fletchers House 10-12 Park Street, Webley Terrace & 2 Market Place Woodstock.

RESOLVED that Woodstock Town Council warmly supports and welcomes this planning application.

- e) 2B Hensington Close, Woodstock - erection of two storey front extension and further loft conversion to provide en-suite facilities for bedroom 4.

RESOLVED that Woodstock Town Council **Objects** to this planning application because WODC originally rejected it on the grounds of it being a too tight development therefore any alterations are not accepted.

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

(ii) West Oxfordshire Planning Policy Consultation Documents

The council received and considered a report from the Council's property advisors Kemp & Kemp and a paper from Cllr C Carritt. 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]. This motion was seconded by Cllr M Robertson but fell on a vote (3 votes for, 4 votes against, 2 abstentions and 1 non-voter).

Cllr T Wray left the meeting at this point.

WTC/239/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2014

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

(i) List of payments

RESOLVED: that the list of payments totalling £19,656.08 made in the month of December 2013 is approved.

(ii) Bank Reconciliation Statements. The bank reconciliation statements for December 2013 were noted.

(iii) Summary and Detailed Income & Expenditure Statements. The summary and detailed income & expenditure statements for December 2013 were noted.

(iv) Disposition of Funds at 31st December. The report of the disposition of funds was received and noted.

(v) Internal Controls. It was noted that the recent internal control undertaken by Cllrs of the year-end procedures had been certified satisfactory subject to the internal auditor carrying out random and sample checks.

ACTION: *The Finance Assistant will be asked to prepare a report about the likely out-turn at year end and this be submitted to either the Mayor's Committee on 28th January 2014 or, if this is not possible, full council on 11th February 2014.*

WTC/240/13 JOINT TOWN PARTNERSHIP/TOWN COUNCIL WORKING GROUP

The council received and noted a statement from the Joint Town Partnership/Town Council Working Group.

WTC/241/13 FOOTPATHS AND OPEN SPACES WORKING GROUP

The council received and noted the minutes of the meeting of the Open Spaces and Footpaths Working Group that was held on Monday 17th December 2013.

Cllr C Carritt left the meeting at this stage.

Cllr E Poskitt proposed, the Mayor seconded and WTC

RESOLVED that 1300 copies of the WTC Newsletter at an estimated cost of £150.00 will be funded from general reserves.

ACTION: *Cllr E Poskitt will report upon the discussions between the Footpaths and Open Spaces Working Group and the Woodstock Football Club at the February TC meeting.*

WTC/242/13 COUNTY COUNCIL SCHOOL TRANSPORT CONSULTATION:

The council noted an oral report from Cllr S Parnes about concerns raised by the Oxon School Bus Action Group, their applicability to Woodstock residents and the Woodstock Partnership of Schools, and the timing of the OCC cabinet budget

meeting on 28th January 2014. Cllr B Yoxall proposed and Cllr E Poskitt seconded and WTC

RESOLVED that WTC notes Cllr S Parnes report but will take no further action as it has already responded to the consultation.

Cllr I Hudspeth confirmed that he will submit the WTC comments into the consultation process.

WTC/243/13 OXFORD AIRPORT CONSULTATIVE COMMITTEE

The council received and considered an oral report from Cllr Parnes that noted that a planned renewal of flights from Jersey etc. is anticipated and therefore WTC may need to develop Woodstock marketing materials for visitors arriving at the airport.

ACTION: *The Mayor will liaise with Cllr Parnes to determine whether WTC needs to develop marketing material for visitors arriving at the airport.*

WTC/244/13 PROPERTY REPORT

(i) Approval of Invoice

Cllr Mrs V Edwards, the Council Member for Property (CMfP) proposed, the Mayor seconded and WTC

RESOLVED that the invoice for the first Carter Jonas fee for 4 Park Street amounting to £2,859.00 (including expenses and VAT) is authorised for payment.

(ii) Property Update

The CMfP reported that:

- a) A radiator will be installed in the Ladies toilet at the Community Centre.
- b) The gutters at the Community Centre will be cleaned.
- c) There is a leak in the Community Centre roof affecting the kitchen that may result in an insurance claim.
- d) The refurbishment of 4 Park Street is progressing to time and budget and it should be ready to let in March 2014.
- e) A CC tenant is renewing their lease at current market rates.
- f) The CMfP will work with the Town Clerk to develop a marketing strategy for the Town Hall and Community Centre but will need the assistance of other Cllrs to progress this.

EXCLUSION OF THE PUBLIC AND PRESS

The Mayor 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).

RESOLVED

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

- g) The CMfP updated Cllrs about the current efforts to recover rent arrears.

ACTION: *In future the CMfP will endeavour to submit a written report to council.*

The meeting closed at 8.50pm.

Signed Date