

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 10TH MARCH 2015
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr J Cooper (Mayor)	Cllr M Robertson (Deputy Mayor)
Cllr B Yoxall	Cllr Mrs E Stokes
Cllr S Parnes	Cllr E Poskitt
Cllr Mrs E Jay	Cllr S Rasch
Cllr C Carritt	Cllr P Jay
Cllr L Maybury	Cllr T Wray

ALSO IN ATTENDANCE: Cllr I Hudspeth and one member of the public.

WTC/255/14 APOLOGIES FOR ABSENCE: None

WTC/256/14 DECLARATIONS OF INTEREST: No Cllrs declared any pecuniary interests. The following Cllrs declared general interests:

Cllr E Poskitt: Agenda item 9, Planning as Member of WODC who sits on the Uplands Planning sub-committee, and 9 (i) (c) as she is the Vice Chair of the Friends of Oxfordshire Museum.

Cllr J Cooper: Agenda item 9, Planning as a WODC Planning Committee Member.

WTC/257/14 MINUTES:

- (i) The minutes of the Town Council meeting that took place on Tuesday 10th February 2015 were received and considered.

RESOLVED that these minutes are a correct record subject to WTC/239/14 being amended to read "The Council received and noted the minutes of the meeting of the Communications Working Group that was held on 26th January 2015 and an oral report from Cllr E Poskitt."

The minutes of 10th February 2015 were then signed by the Mayor.

- (ii) The minutes of the Extraordinary Town Council meeting on 17th February 2015 were received and considered.

RESOLVED that these minutes are a correct record.

The minutes of 17th February 2015 were then signed by the Mayor.

WTC/258/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA. No members of the public wished to participate in the meeting.

WTC/259/14 COUNTY AND DISTRICT COUNCILLORS UPDATES

- (i) Report from County Councillor Ian Hudspeth
The report from County Cllr Ian Hudspeth was received and noted.

(ii) Report from District Councillors J Cooper and E Poskitt: The report from District Cllrs J Cooper and E Poskitt was noted. The Local Plan was discussed. Cllr B Yoxall proposed that WTC invite Kemp and Kemp, now that WODC has approved the Final Draft Local Plan, to comment before the Annual Town Meeting on the previous summary report that they provided in 2014 on developments since then. Cllr Mrs E Stokes seconded this motion. Discussion followed.

Cllr S Parnes proposed an amendment to the motion whereby Kemp and Kemp be invited to report at the April TC meeting instead and let residents know this at the Annual Town Council meeting. Cllr C Carritt seconded this amendment. Cllr B Yoxall did not accept this amendment.

RESOLVED (6 votes for and 5 votes against) that Kemp and Kemp be invited to report to the April TC meeting instead and let residents know this at the Annual Town Council meeting.

The amended motion was then voted upon and it was

RESOLVED (9 votes for) that Kemp and Kemp be asked to produce a brief summary of their view of the WODC Local Plan that is out now for public consultation in preparation for the April TC meeting.

ACTION: *The Town Clerk will ask Kemp and Kemp to produce the summary report for consideration at the April TC meeting.*

WTC/260/14 COMMUNICATIONS: The Mayor noted with sadness that the former Mayor Mrs Jane Blake who was Mayor 1987-89 and 92-94 had recently died and that he had sent a card to the family.

The Agenda for the Annual Town Meeting was discussed.

WTC/261/14 QUESTIONS: No questions were received under Standing Order No: 8

WTC/262/14 MOTIONS PRESENTED TO COUNCIL: To consider the following motion that was submitted by Cllr S Parnes in accordance with WTC Standing Orders:

Woodstock Town Council RESOLVES That

(a) 'Save Woodstock' Campaign signage (either in placard or laminated A4 paper formats) protesting the so-called 'Woodstock East' proposals be installed and maintained at all Woodstock Town Council playing fields; and (b) that A4 paper signs be regularly replenished on Town Council notice boards when their disappearance has been noticed.

Cllr S Rasch seconded this motion. Discussion followed. The Town Clerk reminded the Council that the Budds Close and Rosamund Drive play areas are leased by WTC from Blenheim Estate. Cllr T Wray offered to check the leases the following day.

RESOLVED that

(a) 'Save Woodstock' Campaign signage (either in placard or laminated A4 paper formats) protesting the so-called 'Woodstock East' proposals be installed at and maintained at all Woodstock Town Council playing fields; and (b) that A4 paper signs be regularly replenished on Town Council notice boards when their disappearance has been noticed.

ACTION: *Cllr T Wray will check the two play area lease agreements the next day and advise Cllrs accordingly.*

WTC/263/14 PLANNING

(i) Planning Applications: Cllrs J Cooper and E Poskitt both declared a general interest. The Council received and considered the following planning applications:

- a) Ref: 15/00128/HHD – 1 The Covert, Woodstock
Erection of single storey extension and detached double garage. Discussed at Feb Town Council meeting and the Council had no objection.

WODC has advised that amended plans have been received and are available online. The changes relate to the configuration of the roof for the proposed single storey extension. It has not been formally re-advertised as an amendment as it is considered that there would be no increased impact on amenity.

RESOLVED that WTC wishes to make no comment

- b) Ref: 15/00326/LBC – 66 Manor Road, Woodstock
Internal alterations to include removal of existing stud walls on first floor, new stud work, partition between landing and bedroom 2/office, removal of panelling under/around ground floor front window, replace windows.

RESOLVED that WTC wishes to make no comment

- c) Ref: 15/00374/ADV – Fletchers House, 10-12 Park Street, Woodstock
Two UVPC wall mounted changeable banner adverts to promote changing exhibitions. Cllr E Poskitt declared a general interest.

RESOLVED that WTC wishes to make no comment

- d) Ref: 15/00457/HHD & 15/00458/LBC – 8 Market Place, Woodstock
Replace existing timber garden shed with combined garden room and garden store.

RESOLVED that WTC wishes to make no comment

- e) Ref: 15/00542/HHD – 33 Shipton Road, Woodstock
Erection of single storey rear extension.

RESOLVED that WTC wishes to make no comment

- f) Ref: 15/00546/HHD – 44 Green Lane, Woodstock
Erection of single storey rear extension.

RESOLVED that WTC wishes to make no comment

- g) Ref:15/00563/S73 – 9 New Road, Woodstock
Variation of condition 4 of Planning Permission 14/0101/P/FP to allow the whole building to be rendered using a smooth coat finish.

RESOLVED that WTC wishes to make no comment

- h) Ref:15/00565/LBC – Woodstock Arms, 6-8 Market Street, Woodstock
Internal alterations to allow refurbishment of public house/hotel.

RESOLVED that WTC wishes to make no comment

- i) Ref:15/00659/HHD – 29 Brook Hill, Woodstock
Alterations and erection of single storey front and side extensions.

RESOLVED that WTC wishes to make no comment

ACTION: *The planning responses will be sent to WODC.*

(ii) Neighbourhood Plan Working Group

- a) Glanville Report: Cllr B Yoxall noted that the Glanville transport consultants have confirmed that the County Council has now provided its response to the application and duly raises an objection. The comments made on transport and highway matters reflect and in some cases amplify those raised by Glanville in its technical appraisal of the submitted documentation and seemingly, the applicant's consultants have not done anything to try and address either the Glanville or the Highway Authority's concerns.

Cllr B Yoxall proposed, Cllr P Jay seconded the motion and the Council

RESOLVED (10 votes for, and 1 abstention) that WTC adopt the proposal of Glanville that Glanville write to the Planning Authority on behalf of WTC reiterating the technical concerns and supporting the objection raised by the County Council as Highway Authority.

Cllr E Poskitt did not vote on the proposal.

ACTION: *The Town Clerk will ask Glanville to send the letter on behalf of WTC.*

- b) Draft letters to District Councillors and Parliamentary Candidates
The Council received and considered two draft letters prepared by Cllr B Yoxall. The first is to be sent to WODC and CDC District Cllrs and the second will be sent to parliamentary candidates.

RESOLVED that the two draft letters are approved.

ACTIONS:

1. *The letter to District Cllrs will be sent to existing Cllrs now and new Cllrs after the DC elections in May.*
2. *The letter to the parliamentary candidates will be sent when the candidates are known after 8th April 2015.*

- c) Discussion Paper – “Towards a Vision for the Future of Woodstock”
The discussion paper entitled “Towards a Vision for the Future of Woodstock” was received and noted. Cllr Parnes proposed a motion that was not seconded and so fell.

The ‘Save Woodstock’ banners were discussed. Cllr B Yoxall proposed that he draft a letter to Hobs Reprographic to say that whilst WTC appreciates the cordial nature of the relationship over the past few weeks WTC is less than happy with the quality of their practical work in terms of the installation of the banners. The Town Clerk noted that the Hobs Repro invoice had been received and the Mayor asked that this invoice be brought to the Mayor's Committee meeting for consideration then.

It was agreed that WTC will write to Mr Stan Scott and Mr Philip Redpath and thank them for their help in installing the ‘Save Woodstock’ banners.

ACTION: *the Mayor will send letters of thanks to the two gentlemen.*

Breckon and Breckon has asked WTC, on behalf of Wolfson College to remove the recently installed banner outside Long Close on the Oxford Road. The ownership of the land on which the banner is installed is unclear and so it was suggested that the college should prove that it is on their land. If the land does not belong to the college it will belong to OCC. It was noted that the banner in the current location does not have any traffic implications. The Council

RESOLVED that the banner be left where it is for now.

ACTIONS:

1. *Cllr B Yoxall will speak to Breckon & Breckon and relay the Council's decision.*
2. *The Mayor will call a resident whose family were associated with the property to try and further clarify the position.*
3. *Residents living by the Oxford Road service road will be approached for their agreement for the banner being installed on their properties if required.*

Cllr S Rasch noted that the banner could go on her wall if necessary.

- (iii) Police Station's Site: The Mayor confirmed that he had asked the GPs' surgery and Blenheim Estate to respond to his recent letters but that nothing had as yet been received.

At the request of the Mayor the Council agreed to bring Agenda Item 16 forward in order that it could be taken next.

WTC/264/14 CONNECTING OXFORDSHIRE – LOCAL TRANSPORT PLAN 4

CONSULTATION: A paper prepared by Cllr B Yoxall was received and considered. Cllr B Yoxall proposed, Cllr Mrs E Stokes seconded the motion and the Council

RESOLVED (8 votes for, 2 votes against and 2 abstentions) that

1. Whilst recognising the constraints on funding caused by Central Government policy, Woodstock Town Council deplores the slow progress being made by Oxfordshire County Council in tackling the long-standing and ever-increasing congestion problems on the A40, not least because of the strong repercussive effects on the A4095 and A44. The latter suffers from the lack of a priority bus lane between Yarnton and Peartree and, until this shortcoming is addressed, the A44 will continue to present problems for Woodstock residents travelling to/from Oxford.
2. The scenario referred to above is likely to be exacerbated by the advent of the new Oxford Parkway rail station in September 2015 and improvements in the frequency of the bus service between Woodstock and Water Eaton must be seen as part of the solution. The County Council is urged therefore to investigate this option as soon as possible.
3. The rail station at Hanborough also attracts road journeys contributing to the congestion problems on the A4095 and this situation could be alleviated too by improvement in the frequency of the bus service between Woodstock and Witney/Burford.
4. Woodstock Town Council welcomes the rail improvements which will provide a new passenger service to/from London (Marylebone) via Bicester/Princes Risborough/High Wycombe and a new East/West rail service linking Oxford with

Milton Keynes/Bedford. It also welcomes the prospect of electrification of the route to Milton Keynes and the general aspiration to extend the East/West route to Cambridge. Electrification of the route between Oxford and Paddington (linking to Bristol/S.Wales and of the route between Oxford and Coventry via Banbury are also viewed in a very favourable light and a further aspiration is electrification of the Cotswold Line between Oxford and Charlbury post 2019 with redoubling between Wolvercote Junction and Finstock.

5. The aforementioned electrification schemes are also welcomed for the potential of transferring freight from road to rail but the relative lack of progress in transferring heavy freight from the A44 is very much regretted and Woodstock Town Council urges OCC to address this problem more urgently.

6. Finally, to end on a more joyous note, we salute the imminent arrival of a Central Oxford rail station of which we can at last be proud.

ACTION: *The Town Clerk will submit the consultation response to OCC in time to meet the deadline of 2nd April 2015.*

WTC/265/14 PLANNING (continued)

- (iv) Transferable observations and potential ramifications arising from the March 2nd decisions on the Pye/Blenheim planning proposals targeting Long Hanborough: The Council received and considered a paper and motion from Cllr S Parnes. The motion was not seconded and so fell.
- (v) Formal Complaint relating to procedural issues in the 'Woodstock East' planning application process: An oral report from Cllr Parnes was noted.

WTC/266/14 LOCATION FOR THE SIR WINSTON CHURCHILL AND PRESIDENT

ROOSEVELT BENCH: The location for the bench offered to the town, that commemorates Sir Winston Churchill and President Roosevelt was discussed. The Mayor has received two responses to his request for suggestions about possible locations for the bench. The respondents had suggested that it be installed within the grounds of The Oxfordshire Museum. Cllrs considered that it should be in a more public space that would ensure that it is seen by as many people as possible. Cllr M Robertson proposed, Cllr T Wray seconded the motion and the Council

RESOLVED (11 votes for and 1 abstention) that as it is a major work of art it should be on public show and installed underneath the window of the Mayor's Parlour facing the Market Place so that people can sit on it for photos.

ACTIONS:

1. *The Mayor will notify Blenheim Estate of the proposed location.*
2. *If the commemorative bench is installed the existing bench will be relocated and installed behind the Community Centre*

WTC/267/14 MEETING WITH THE BRITISH LEGION ABOUT THE COMMEMORATION OF THE 100TH ANNIVERSARY OF WWI AND THE 50TH ANNIVERSARY OF THE DEATH OF WINSTON CHURCHILL:

It was noted that the title of the agenda item was incorrect. The Council agreed in principle to support the following two events that have been discussed with the Royal British Legion and the Rector.

- (i) Service to be held on 10th May 2015
- (ii) Service to be held on 16th August 2015

ACTION: *The two events will be noted in the Town Hall diary*

WTC/268/14 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MARCH 2015

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

(i) The List of Payments for March

RESOLVED that the list of payments totalling £19,965.00 made in the month of February 2015 is approved.

(ii) Bank Reconciliation Statements for February 2015: Noted.

(iii) Summary and Detailed Income & Expenditure Statements for February 2015: Noted.

(iv) Internal Controls: The Council noted that the following internal control had been undertaken since the last Town Council meeting: Income Controls. This was considered satisfactory with the proviso that any non-regular receipts from Carter Jonas be confirmed.

(v) Projected Budget Outturn 2014/15: A paper prepared by the Finance Assistant was received and noted.

(vi) Risk Assessment: The Council received and considered a paper from the Town Clerk and

RESOLVED that the Council:

1. Notes that the Risk Assessment for 2014/15 has been completed
2. Notes that there are no actions that require attention
3. Approves the risk assessment for 2014/15
4. Authorises the Town Mayor and Town Clerk to sign the completed Risk Assessment 2014/15.

ACTION: *The Town Clerk and Mayor will sign the completed risk assessment.*

(vii) Church Clock: Two invoices were received and considered. Cllr C Carritt proposed, Cllr E Poskitt seconded the motion and the Council

RESOLVED to approve:

- (i) A s137 payment of £202.00 ex VAT for the annual maintenance of the church clock.
- (ii) A one-off S137 payment of £396.00 ex VAT for church clock repairs.

ACTION: *The Town Clerk will arrange for these payments to be made.*

WTC/269/14 WINTER WEATHER 2014: No volunteers have offered to help with Winter Weather.

WTC/270/14 ENVIRONMENT COMMITTEE: The minutes of the meeting of the Environment Committee which took place on Tuesday 24th February 2015 were received and considered. The following resolutions were made:

(i) Water Meadows

RESOLVED that the report of the Wild Trout Trust (WTT) is noted by the Council and that:-

- a) The Council thank the WTT for their work in preparing the report and for the valuable advice and recommendations contained therein.
- b) Council is mindful that the millstream (to which a number of the WTT report recommendations refer) may be regarded as the responsibility of Blenheim and that legal opinion is presently being sought on the matter. In the light of this, the Council is recommended to refrain, for the time being, from engaging in works to the millstream other than matters of safety and other essential maintenance.
- c) That Council accepts the recommendation of the WTT to engage with the Cotswold River Trust and the WFD Catchment hosts to explore the possibility of partnership working.
- d) That Council sends a copy of the report of the WTT to Blenheim Estates for their information and draws to their attention not only the recommendations for works within the Park, but also their possible liability for works to the millstream within the watermeadows.

ACTION: *The Town Clerk will arrange for these actions to be undertaken.*

- (ii) Play Area Fencing adjacent to the car park
The damaged low fence between the New Road play area and the Cadogan Park car park was noted and it was

RESOLVED that the Council authorises the Town Clerk to commit WTC to a one-off contribution of £2k as co-funding in any grant applications for the fencing work.

WTC/271/14 BLOOM: It was noted that the annual litter pick would take place on Saturday 21st March 2015. People will meet at 10am at the Brook Hill layby. It was hoped that Cllrs would participate.

It was noted that a solid surface is needed under the bench near the junction of Green Lane and Hensington Road.

ACTIONS:

1. *Cllr C Carritt will send the specification for this work to the Town Clerk*
2. *The Town Clerk will then seek three quotes for the repair.*

WTC/272/14 TOURISM AND TRANSPORT STRATEGY UPDATE: The Council received and considered an oral report from Cllr B Yoxall. It was noted that on 9th February 2015 Cllrs had had a useful meeting with Mr Bev Hindle and another officer from OCC.

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).

WTC/273/14 PROPERTY REPORT: The March property report prepared by the CMfP was received and considered. It was noted that:

- (i) The IT transition to the new server had run smoothly
- (ii) Carter Jonas (CJ) has received a complaint from the tenant of 24 Market Place about the lack of notice regarding the installation of the scaffolding required for the roof ridge repairs. CJ has apologised to the tenant.

- (iii) The concrete ramp behind the Community Centre has been repaired because part of it had worn away resulting in a health and safety concern.
- (iv) There is nearly £1k available to be spent on the garden at the Community Centre: The 11th Duke of Marlborough's legacy of £500 and the money remaining in the memorial fund for Cllr Pauline Richardson.

ACTION: *This item will be brought forward to the next meeting.*

- (v) A significant draught comes under the Town Hall door due to the worn flag stones. This causes discomfort to the Administrative Assistant when the Town Council office door is open so solutions are currently being sought. One suggestion was to replace two of the panels in the office door with glass thus enabling the office door to be kept shut whilst allowing visitors to be seen when they wish to come in. The listed building officers had concerns about installing anything other than an envelope window at the top of the panel in the existing door. The Council was reminded that the original door of the shop at 24 Market Place has been taken off and safely stored in order that a more suitable door can be installed and used by retailers. It was suggested that something similar might be done inside the Town Hall.
- (vi) The Town Stocks require urgent re-roofing for health and safety reasons as some tiles are loose. CJ has obtained two quotes.

RESOLVED that Woodstock Roofing be asked to re-roof the stocks at a total cost of £3,950.00 (ex VAT).

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

Cllr L Maybury left the meeting at this point.

WTC/274/14 LONDON OXFORD AIRPORT CONSULTATIVE COMMITTEE

The minutes of the meetings of the Oxford Airport Consultative Committee held on Wednesday 1st October and 11th February 2015 were received and noted.

The meeting closed at 9.21 pm

Signed

Date