

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 10th NOVEMBER 2015
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr E Poskitt (Mayor)	Cllr J Cooper
Cllr C Carritt (Deputy Mayor) (from minute WTC/156/15)	
Cllr M Robertson	Cllr Mrs E Stokes
Cllr S Parnes	Cllr Mrs E Jay
Cllr Mrs S Rasch	

ALSO IN ATTENDANCE: County Cllr I Hudspeth.

WTC/151/15 APOLOGIES FOR ABSENCE: Cllrs P Jay, L Maybury, T Wray and B Yoxall.

WTC/152/15 DECLARATIONS OF INTEREST: Declarations of interest were received from the following Cllrs:

Cllr E Poskitt: Agenda Item 9, Planning– general interest as member of West Oxfordshire District Council (WODC) Uplands Planning subcommittee

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

WTC/153/15 MINUTES: The Council

RESOLVED that the minutes of the Town Council meeting that took place on Tuesday 13th October 2015 were approved and signed as a correct record subject to the following amendments:

WTC/136/15: Woodstock East (ii) Motion from Cllr S Parnes. The grammar in the second sentence was amended i.e. 'Compliments' and complimentary' and the misspelling of 'Duxbury' amended.

WTC/141/15: Report of the Responsible Financial Officer – September (v) 2015/16 Budgetary Provision for Town Hall maintenance. At the top of page 60 the misspelling of Cllr M Robertson's name was amended.

The Mayor then signed the minutes.

WTC/154/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA: None

WTC/155/15 COUNCILLOR UPDATES

- (i) Report from County Cllr Ian Hudspeth. The November report from Cllr I Hudspeth was received, considered and discussed at some length. In response to a question about the extent to which OCC is interacting with the District Councils (DCs) to try and maximise the efficiencies within both Council's services Cllr Hudspeth noted that he was trying to engage with all of the DCs but could not force them to do so.
- (ii) Report from District Cllrs J Cooper and E Poskitt. The October report from District Cllrs Cooper and Poskitt was received and considered. The housing allocations to refugees and the possible knock-on effects on local people was discussed. It was noted that the points system will need amending and that this will probably be discussed by WODC in January 2016.

WTC/156/15 COMMUNICATIONS: The Mayor laid the following before the Council and:

- (i) noted with sadness that Mr D Pittick, the son of a former Mayor and the Town Crier for the Mock Mayor had recently died. She will send a letter of condolence to his widow.
- (ii) noted the complaint of a resident who had discovered that you cannot use a return to Oxford 'All Stations' ticket brought for use on trains using the new Oxford line in order to travel to Oxford Central. Cllr I Hudspeth said that in the New Year the train line will extend to the main Oxford Station and so hopefully it will then be possible to use one ticket. The current problem stems from two operators being involved. Several Cllrs noted that the new railway line was 'brilliant'.
- (iii) thanked everybody who took part in Remembrance Sunday. A post-event meeting will be held with the parade master to review the wreath laying.
- (iv) reminded Cllrs that Mayor's Carols will be on 12th December and that offers of help would be gratefully received.
- (v) thanked Cllrs P Jay and J Cooper for kindly agreeing to help with the Winter Weather procedures if required. Cllr P Jay will do the phone round and Cllr J Cooper will open up the Town Hall and manage events on the ground.
- (vi) noted that she and Cllr S Parnes will attend the Parish liaison meeting at WODC on 1st December.
- (vii) informed Cllrs that she had met Iain Nicholson, Town Centre Specialist, at a recent Wake Up to Woodstock Event and suggested that he be invited to make a brief presentation to the Council either at, or just before, a WTC meeting. Cllrs supported this proposal and hoped that he might agree to do so at no cost to the Council.

Cllr C Carritt joined the meeting at this point.

It was suggested that Mr Nicholson might also like to present to residents at the Annual Town Meeting in March 2016.

WTC/157/15 QUESTIONS: None.

WTC/158/15 MOTIONS PRESENTED TO THE COUNCIL: None.

WTC/159/15 PLANNING The Mayor and Cllr J Cooper declared general interests.

- (i) Planning Applications: It was noted that advertisement consent has been approved by WODC for the 'Britain in Bloom' free standing sign.

The following planning application was received and considered.

- a) Ref: 15/03487/FUL – Long Close, Oxford Road, Woodstock: Demolition of existing dwelling and outbuildings. Erection of 4 detached dwellings with associated car parking and landscaping. Alterations to existing access.

RESOLVED that WTC makes no objection to this planning application on condition that:

- (i) Proper splays are included at the entrance to Long Close.
- (ii) The Oxfordshire County Council Highways team is happy with the proposal, and
- (iii) The existing footpath is extended to Long Close to enable safe pedestrian access to and from the new development.

b) Ref: 15/03567/HHD – 9 Park Side, Woodstock: Alterations and erection of canopy to front elevation.

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

c) Ref: 15/03596/HHD – 15 Manor Road, Woodstock: Single storey rear extension.

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

d) Ref: 15/03684/FUL & 15/03685/LBC – 7 Market Place, Woodstock: Convert store into bedroom with ensuite.

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

e) Ref: 15/03850/LBC – Bishops House, 51 Rectory Lane, Woodstock: Demolition of brick chimney stack.

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

(ii) OCC Consultation: Proposed Update to the Local List of Information Requirements. The OCC consultation to the proposed update to the Local List of Information requirements was received and considered. The Deputy Mayor proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED (unanimous) that Woodstock Town Council is concerned, in light of its experience, that insufficient attention is paid to the Statement of Community Involvement other to than Minerals and Waste and Schools and Education. In particular, it has concerns in reference to planning applications that come to OCC, such as SOFO, and there should be greater attention paid to the Community responses to such applications. There should also be some clear guidance provided to applicants to ensure that any writing or print on diagrams or photographs etc. should be readily legible on screen and hard copy.

ACTION: *The Town Clerk will send the WTC response to Cllr I Hudspeth for inclusion in the consultation.*

WTC/160/15 OXFORDSHIRE TOGETHER: The Council received and noted a two-page summary document produced by OCC, and an oral report from the Town Clerk, about the recent event held at the Kassam Stadium in Oxford.

WTC/161/15 TALKING OXFORDSHIRE: The OCC ‘Talking Oxfordshire – 2016/17 Budget Consultation’ was received and considered. The Deputy Mayor proposed, the Mayor seconded the motion and the Council

RESOLVED (6 votes for and 2 abstentions) that Woodstock Town Council strongly opposes savage reductions in services to vulnerable people and if the budget cannot otherwise be reconciled to protect these services then the County Council should call a referendum and make the public aware of the budget decisions.

ACTION: The Town Clerk will send the WTC response to Cllr I Hudspeth for input into the consultation.

WTC/162/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – OCTOBER 2015

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

- (i) To receive the list of payments. Cllr J Cooper proposed, the Mayor seconded the motion and the Council

RESOLVED (unanimous) that the list of payments totalling £20,415.46 made in the month of October 2015 is approved.

- (ii) Bank Reconciliation Statement. The Council received and noted the bank reconciliation statement for October 2015.
- (iii) Summary & Detailed Income & Expenditure Statements. The Council received and noted the summary and detailed statements for October 2015.
- (iv) 2015/16 Budgetary Provision for Town Hall Maintenance. The follow-up paper by Cllr B Yoxall was deferred as he was not at this meeting.
- (v) Internal controls. It was noted that the internal control of the petty cash procedures had been undertaken since the last Town Council meeting and was considered to be satisfactory.

WTC/163/15 ENVIRONMENT COMMITTEE: The Council received and considered the minutes from the Environment Committee meeting that took place on 27th October 2015.

The following items were considered

1. Ownership/responsibility of land adjacent to 48 Glyme Close: The Environment Committee recommended the following proposal which the Mayor seconded and the Council

RESOLVED (6 votes for and 2 abstentions) that WTC writes to all those concerned (OCC, WODC, Thames Water and the Glyme Close resident) setting out the facts and dangers and calling an early meeting to consider appropriate action on the area between the carriageway and the ditch, and the weeds in the ditch, sharing the cost, while side stepping the unanswerable question about ownership. The Environment Agency will be sent a copy of letter.

2. Heavy Tree work at the Water Meadows: the Environment Committee recommended that the full Council accepts the quote recommended by Cllr Mrs E Jay and the Town Clerk at this meeting, and that the selected contractor is instructed to undertake this work as soon as possible after the Town Council meeting. There was already a separate agenda item for this matter and so this item was discussed then.

WTC/164/15 LARGE TREE WORK AT THE WATERMEADOWS: The Council received and noted a report from Cllr Mrs E Jay about the quotes that had been received for the large tree work. Four suitably qualified companies had been invited to submit quotes against a detailed specification and three had done so. These quotes had been compared on a like for like basis. Cllr Mrs E Jay proposed, Cllr Mrs E Stokes seconded the motion and the Council

RESOLVED (unanimous) that JAG Timber be awarded this contract at a total price of £3,355.00 plus VAT.

ACTION: *The Town Clerk will award this work to JAG Timber.*

WTC thanked Cllr Mrs E Jay for the hard work that she was putting into looking after the Water Meadows.

WTC/165/15 NEIGHBOURHOOD PLAN WORKING GROUP: This item was deferred until the December TC meeting at the request of the Chairman of this group. The Mayor noted, however, that she had not been circulated with information about this most recent meeting although a Member of this Working Group.

WTC/166/15 TRAFFIC ADVISORY GROUP: Cllrs received and noted the minutes of the Traffic Advisory Meeting. The following actions were agreed.

(i) Pedestrian Crossing on the Causeway:

Action: *The Town Clerk will ask Blenheim Estate to trim the trees in the vicinity of the crossing in order to improve visibility.*

(ii) Report from Blenheim Palace:

Cllr J Cooper proposed, the Mayor seconded the motion and the Council

RESOLVED (unanimous) that WTC will write to the Chief Constable of Thames Valley Police (TVP) to request that the same level of policing used at the Country Landowners Association Game Fair, and other recent successful events in Woodstock, be retained when the Country File Live event is held at Blenheim in August 2015.

Action: *The Town Clerk will write to the Chief Constable of TVP.*

(iii) Traffic Issues in Brook Hill, including parking.

RESOLVED (unanimous) that once the Town Council has received the results of the traffic survey to be undertaken by OCC, it extends an invitation to Owen Mumford to re-open discussions to see what action can be taken.

WTC/167/15 EXCLUSION OF THE PUBLIC AND PRESS: The Mayor proposed, Cllr Cooper seconded the motion and the Council

RESOLVED (unanimous) that because the nature of the business to be transacted was sensitive the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC/168/15 NEW ROAD PLAY AREA

The Council received and noted an update from the Mayor. Representatives from the Old Woodstock Football Club and the Town Council will meet on 11th November 2015.

WTC/169/15 PROPERTY MATTERS

(i) Concerns about October 13th Agenda Item 22 (ii) Re “Capability Brown” artwork: The Council received and noted a paper from Cllr S Parnes relating to the Oct 13th decision on the “Capability Brown” artwork.

(ii) Property Report: Cllrs received and considered the report from the Council Member for Property.

ACTION: *The Town Clerk will ask the Council's insurers whether the drain damage at the Community Centre is covered by the Council's insurance.*

The Council then went back into public session.

The meeting closed at 9.30pm

Signed Date