

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 13th JANUARY 2015
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr J Cooper (Mayor)
Cllr B Yoxall
Cllr S Parnes
Cllr Mrs E Jay
Cllr C Carritt

Cllr M Robertson (Deputy Mayor)
Cllr Mrs E Stokes
Cllr E Poskitt
Cllr S Rasch
Cllr P Jay

ALSO IN ATTENDANCE: three members of the public and County Cllr Ian Hudspeth (mid-way through the meeting due to another commitment).

WTC/203/14 APOLOGIES FOR ABSENCE: Apologies for absence were received from Cllrs L Maybury and T Wray.

WTC/204/14 DECLARATIONS OF INTEREST:

Cllr E Poskitt declared a pecuniary interest in Agenda Item 9 (ii) Planning, Neighbourhood Plan Working Group as she lives in Hedge End, and left the meeting whilst this item were discussed.

The following Cllrs declared general interests:

Cllr J Cooper - Agenda Item 9 parts (i) and (iii) , Planning as a District Councillor involved in planning matters, and 9 (ii) as he is related to a senior member of the printing company that have given quotes.

Cllr E Poskitt - Agenda Item 9 parts (i) and (ii) as a District Councillor who sits on the Uplands planning Sub-Committee.

Cllr B Yoxall – Agenda Item 9, Planning (i) (a) Ref 14/01945/HHD as he is a neighbour of the applicant.

WTC/205/14 MINUTES:

(i) The minutes of the Town Council meeting that took place on Tuesday 9th December 2014 were received and considered.

RESOLVED that these minutes are a correct record.

The minutes of 9th December were then signed by the Mayor.

(ii) The minutes of the Extraordinary Town Council meeting that was held on Tuesday 23rd December 2014 were received and considered.

RESOLVED that these minutes are a correct record.

The minutes of 23rd December 2014 were then signed by the Mayor.

(iii) The minutes of the Extraordinary Town Council meeting that was held on Tuesday 6th January 2015 were received and considered. The following amendments were made:

WTC/200/14, (c) 2) the sentence was amended so that the word planning was inserted between the 'significant' and 'differences'.

WTC/200/14, (ii) the section called "Suspension of Standing Orders" was deleted. The title (iv) " Resumption of the Council Meeting" was deleted. This section was renumbered after these amendments had been made.

RESOLVED that the amended minutes are a correct record.

The amended minutes of 6th January 2015 were then signed by the Mayor.

WTC/206/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA. No members of the public wished to participate in the meeting.

WTC/207/14 COUNTY AND DISTRICT COUNCILLORS UPDATES

(i) Report from County Councillor Ian Hudspeth

The Council agreed to re-order the agenda so that this item could be taken when Cllr I Hudspeth arrived.

(ii) Report from District Councillors J Cooper and E Poskitt: The report from District Cllrs J Cooper and E Poskitt was noted.

WTC/208/14 COMMUNICATIONS:

The Mayor noted the following:

(i) The 11th Duke of Marlborough kindly left £500 in his will to be spent on the Community Centre. One suggestion was that it might be spent on improving the acoustics in the Community Centre hall.

ACTIONS:

1. *The Town Clerk will write to the 11th Duke's solicitors to thank them for the bequest.*
2. *Cllrs will bring forward suggestions as to how the money might be used at the next meeting.*

(ii) The Mayor thanked all those involved in the 'Beating of the Bounds' on 2nd January 2015 that raised funds for the Macmillan Cancer Support.

WTC/209/14 QUESTIONS: No questions were received under Standing Order No: 8

WTC/210/14 MOTIONS PRESENTED TO COUNCIL: No motions were received.

WTC/211/14 PLANNING

(i) Planning Applications:

Cllrs J Cooper and E Poskitt declared a general interest.

The Council received and considered the following planning applications:

a) Ref: 14/01945/HHD - 22 Green Lane, Woodstock

Proposed carport front extension with associated internal and external works. Cllr B Yoxall declared a general interest.

RESOLVED that WODC to be minded to remove the permitted development rights on 22 Green Lane, Woodstock in view of the OCC highways comments.

b) Ref: 14/02193/LBC – 77 Manor Road, Woodstock

Internal and external alterations to include replacement windows and doors. Removal of fireplace and chimney (retrospective).

RESOLVED that WTC wishes to make no comment about this planning application.

c) 14/01986/FUL & 14/01987/LBC – Manor Farm Barn, Manor Road, Woodstock

Construction of new dwelling incorporating existing outbuilding with associated works and landscaping.

RESOLVED that the applicant to be required to preserve and maintain the landscaping on the boundary with the river Glyme Mill Stream.

d) 14/02232/HHD & 14/02233/LBC – 17 Manor Road, Woodstock
Construction of replacement single storey extension.

RESOLVED that WTC wishes to make no comment about this planning application.

e) 14/02240/LBC – Woodstock Methodist Church, Oxford Street, Woodstock
Removal of existing concrete block wall and construction of natural stone wall.

RESOLVED that WTC wishes to make no comment about this planning application.

f) 14/02253/ADV – 22 High Street, Woodstock
Replacement XI Fascia sign and XI hanging/projecting sign.

RESOLVED that WTC wishes to make no comment about this planning application.

g) Ref: 14/012296/FUL – 9 Market Place, Woodstock
Conversion of existing workshop building to create new dwelling including demolition of lean-to to form additional on-site parking and pedestrian access to No 9 Market Place.

RESOLVED that WTC wishes to make no comment about this planning application.

(ii) Neighbourhood Plan Working Group Meeting held on 7th January 2015
Cllr E Poskitt left the room whilst this item was discussed as she had previously declared a pecuniary interest.

Cllrs received and considered the minutes of the meetings of the Neighbourhood Plan Working Group that were held on 7th January 2015 and 12th January 2015.

Cllr B Yoxall proposed the following motion that was seconded by Cllr P Jay, and the Council

RESOLVED that it will

- (i) Adopt the line of action suggested by Glanville/ H.Mellor in respect of a response to the applicant's Transport Assessment
- (ii) Write to the Parliamentary candidates in the forthcoming General Election requesting their support.
- (iii) Write to all District Councillors in WODC and Cherwell with a summary of our objections to the Pye/Blenheim proposals
- (iv) Write to Huw Mellor with a summary of our objections requesting him to present a formal submission for consideration by the Town Council at its February Meeting.

ACTIONS:

1. *Cllr B Yoxall will draft letters that will be sent to the Woodstock Surgery and Blenheim Estate asking them for an update on the possible relocation of the Woodstock Surgery to the current Police Station Site.*
2. *Cllr Mrs E Jay will draft a letter that will be sent to UNESCO World Heritage and copied to English Heritage*

3. *Cllr B Yoxall will draft the letter that will be sent to the Parliamentary candidates in the forthcoming election and also the letter that will be sent to all District Cllrs in WODC and Cherwell along with the summary of the objections.*
4. *Cllr B Yoxall will provide Mr Mellor with a summary of WTC's objections and request him to present a formal submission for consideration by WTC at its February meeting.*

The campaign material to counter the threat to the town from the Pye/Blenheim proposals to build 1500 homes at Woodstock South East were received and considered. Cllr B Yoxall proposed, Mrs E Stokes seconded the motion and the Council

RESOLVED that Cllr P Jay be reimbursed for the £100 of expenses incurred to date.

Cllr B Yoxall proposed that to counter the threat to the town from the Pye/Blenheim proposals to build 1500 homes at Woodstock South East WTC support the following campaign plans.

1. A4 poster for shop and house window display in the town.
2. Large poster sign to be displayed at strategic locations to be decided (not on Highways Dept land)
3. A slogan to be used :

SAVE WOODSTOCK -1500 new Houses will Double & Ruin our Historic Town!

4. Distribution of A4 poster to be organised by Town Council Communications WG and larger A2 poster by W.A.G.
5. A Press Release to be issued to local press as shown and A4 poster to be attached in Town Hall door window.
6. A full page advert to be taken in WOBL News for February edition.
7. Oxford Airport to be approached to explore possibility of display at ground level and higher.
8. A banner to be draped on south side of the Town Hall building.
9. A series of news events to be planned monthly to maintain the momentum, with a special event organised to coincide with the February Town Council meeting.

And that WTC approve the plans above for implementation at the earliest possible moment within a budget allocation of £950.

Cllr P Jay seconded this motioned. The Mayor asked for an amendment increasing the budget to £999. This amendment was accepted by the proposer and seconder and the Council

RESOLVED (8 for and 1 abstention) that WTC approve the plans above for implementation at the earliest possible moment within a campaign budget of £999.

It was noted that the Chair of WAG will recommend to WAG that a payment of £200 be made to WTC for 25 A2 posters which they will deliver.

(iii) Reviewing Planning

Cllr E Poskitt rejoined the meeting at this point. The Mayor reported that WODC are trying to convince all Cllrs and Councils to accept electronic planning and noted that some had said yes, whilst others had said no.

WTC/212/14 LOCATION FOR THE SIR WINSTON CHURCHILL AND PRESIDENT ROOSEVELT BENCH

The Mayor informed the Council that Mr Wafid Rida Saïd had offered the Town a rare bench depicting Sir Winston Churchill and President Roosevelt. The bench is six feet long. Cllrs were asked to send any suggestions as to a possible location for the bench to the Town Clerk by the end of the month.

WTC/213/14 COMMEMORATION OF THE 100th ANNIVERSARY OF WWI AND THE 50th ANNIVERSARY OF THE DEATH OF SIR WINSTON CHURCHILL

The Council received and considered an oral report from the Mayor about the possibility of holding a joint commemoration with the British Legion.

ACTION: *The Mayor will write to the British Legion.*

WTC/214/14 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2015

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

(i) The List of Payments for December 2014

RESOLVED that the list of payments totalling £25,309.59 made in the month of December 2014 is approved.

(ii) Bank Reconciliation Statements for December 2014: Noted.

(iii) Summary and Detailed Income & Expenditure Statements for December 2014: Noted.

(iv) Internal Controls.

The Council noted that the following internal controls have been undertaken since the last Town Council meeting: Payment Controls and Bank Reconciliation. These were considered satisfactory.

(v) Fees and Charges for 2015/16 The Council received and considered the recommendations of the Town Clerk/RFO and Finance Assistant for the fees and charges in 2015/16. Cllr E Poskitt proposed, Cllr C Carritt seconded the motion and WTC

RESOLVED that the Wedding charges are increased from £240 to £250 from 1st April 2015, and that the Town Hall, Community Centre and Cemetery charges remain the same.

(vi) Electronic Banking

A paper from the Finance Assistant about electronic banking was received and considered. Cllr P Jay proposed, Cllr C Carritt seconded the motion and the Council

RESOLVED (8 votes for and 2 votes against) to change its bankers from Barclays Bank PLC to Unity Trust Bank with immediate effect to allow the full use of secure electronic transactions.

ACTION: *The Town Clerk and Finance Assistant will implement the change of bankers.*

(vii) Disposition of Council Funds: Noted.

County Cllr Ian Hudspeth joined the meeting at this point.

WTC/215/14 JANUARY 2015 REPORT FROM COUNTY CLLR IAN HUDSPETH.

The January report from County Cllr I Hudspeth was received and noted. Cllr P Jay proposed, the Mayor seconded the motion and the Council

RESOLVED to note and thank Cllr I Hudspeth for his presence at the Neighbourhood Plan Working Group meetings.

WTC/216/14 WINTER WEATHER 2014

The Mayor reported that nobody has as yet come forward and offered to lead on Winter Weather management whilst Cllr B Yoxall is incapacitated.

WTC/217/14 TRAFFIC ADVISORY COMMITTEE

The minutes from the Traffic Advisory Committee meeting that was held on Tuesday 15th October 2014 were received and noted by the Council.

ACTIONS:

1. Cllr C Carritt will follow up on the Town Centre Parking Review and bring a report and proposal to the February Town Council meeting for consideration.
2. Cllr C Carritt will include an item about congestion in Shipton Road on the next TAC agenda (in April) and suggested that Cllr S Parnes present his views to the committee.

WTC/218/14 CONSULTATION ON OCC LEARNING DISABILITY STRATEGY

The Council considered its response to the OCC learning disability strategy. Cllr B Yoxall proposed, Cllr C Carritt seconded the motion and the Council

RESOLVED (unanimous) that WTC is concerned to see appropriate funding to allow a person-centred ethos to prevail in the strategy proposed to meet the needs of people with a learning disability and considers that the need for flexibility in taking account of the wishes of disabled persons themselves, their parents and carers is essential.

ACTION: The Town Clerk will submit the WTC response before the 9th Feb 2015 deadline.

WTC/219/14 FOOTPATHS AND OPEN SPACES WORKING GROUP

The Council received an oral report from Cllr E Poskitt. It was noted that one member of the working group had resigned. A lot of useful information has been gathered but the Council does not wish to take any further action at present and so the Council

RESOLVED that the Footpaths and Open Spaces Working Group goes into abeyance at present.

WTC/220/14 TOWN EMERGENCY PLAN

The Council received and considered a report from the Deputy Mayor and Cllr E Poskitt. It was noted that the Emergency Plan was worth pursuing and suggested that people be invited to come and join a working group in the next WTC newsletter.

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/221/14 PROPERTY REPORT

- (i) Property Management Tenders
The Council received and considered a report from the Council Member for Property (CMfP). Nine property management companies in Oxfordshire had been invited to quote for the work and that four had done so. The CMfP had analysed the quotations and produced a like for like comparison based upon WTC's typical requirements. The CMfP proposed, the Mayor seconded the motion and the Council

RESOLVED (6 votes for, 2 votes against and 2 abstentions) that Company C (Carter Jonas) is offered the property management contract for an initial period of 12 months extendable to a maximum of five years subject to a review of performance at the end of each year.

- (ii) Property Report
The Council received and noted an updating report from the Council Member for Property (CMfP). It was noted that Carter Jonas had undertaken a survey of the Town Hall roof and confirmed that there is immediate risk. CJ are obtaining quotes to do the required repairs.

WTC/222/14 SEALING OF DOCUMENTS: None.

The meeting closed at 9.25pm

Signed Date