

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

PRESENT:

Cllr J Cooper (Mayor)
Cllr S Parnes
Cllr S Rasch

Cllr C Carritt
Cllr E Poskitt
Cllr B Yoxall

ALSO IN ATTENDANCE: one member of the public.

WTC/223/14 APOLOGIES FOR ABSENCE: Apologies for absence were received from Cllrs Mrs E Jay, P Jay, L Maybury, M Robertson, Mrs E Stokes, T Wray and County Cllr I Hudspeth.

WTC/224/14 DECLARATIONS OF INTEREST:

Cllr E Poskitt declared a pecuniary interest in Agenda Item 9 (ii) a) as she lives at Hedge End and left the meeting whilst this matter was discussed.

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 15, WODC Playground Inspections and Litter Picking Contract.

Cllr J Cooper: Agenda items 9, Planning and 15, WODC Playground Inspections and Litter Picking Contract as a Member of WODC.

WTC/225/14 MINUTES:

The minutes of the Town Council meeting that took place on Tuesday 13th January 2015 were received and the Council

RESOLVED that these minutes are a correct record.

The minutes of 13th January 2015 were then signed by the Mayor.

WTC/226/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA. No members of the public wished to participate in the meeting.

WTC/227/14 COUNTY AND DISTRICT COUNCILLORS UPDATES

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

(ii) Report from District Councillors J Cooper and E Poskitt: The report from District Cllrs J Cooper and E Poskitt was noted. It was queried whether WODC had missed a step in the procedure for notifying CDC of Bladon PC's response to the Woodstock East planning application.

ACTION: District Cllr J Cooper will seek clarification and confirm whether or not this is the case.

WTC/228/14 COMMUNICATIONS: The Mayor reported that he had:

- (i) Attended a delicious Christmas lunch hosted by the Lunch Club on 14th January and presented a bouquet of flowers to Mrs Gill Neller, upon her retirement, in acknowledgement of her service to the Club.

- (ii) Attended the Memorial Service for the 11th Duke of Marlborough in London. The Mayor noted that he eventually had to travel to London by bus as an incident on the track had resulted in the railway line being closed.

WTC/229/14 QUESTIONS: No questions were received under Standing Order No: 8

WTC/230/14 MOTIONS PRESENTED TO COUNCIL:

The Council considered the following motions that had been submitted by Cllr Carritt in accordance with WTC Standing Orders:

Motion 1

Woodstock Town Council supports Oxfordshire County Council's leader, Cllr Ian Hudspeth, in his proposals to further study the cost savings and service improvements that would ensue from a Unitary Authority for Oxfordshire. Apart from the obvious cost savings, Unitary Authorities provide clearer lines of communication between residents and service providers and more straightforward public accountability. The present cross border alliances between District Councils (and potentially between County Councils as well) have no logic in terms of geographical and social identity.

Oxfordshire, by contrast, is a largely coherent and unified community identifying the City of Oxford as its social and commercial focal point.

This motion was seconded by Cllr B Yoxall. Discussion followed and a vote was then taken. A Cllr called for a named vote the result of which was as follows:

For: Cllrs C Carritt, S Rasch and B Yoxall (3)
Against: Cllrs J Cooper, E Poskitt and S Parnes (3)

Cllr J Cooper used his casting vote to vote against the motion and it fell.

Motion 2

Woodstock Town Council thanks Mr Oliver Rowse for his efforts in translating and transcribing documentation held by the Blenheim Estates office into the ownership, responsibilities and liabilities for the Woodstock Mill and the watercourses that serve it. The evidence thus uncovered support the position identified through legal research within Halsbury's Law of England and other evidence from the Town Council's own archives. The conclusions are encouraging but not conclusive and it is therefore resolved to seek legal opinion (from whom we have already secured fee estimates) before proceeding further.

Cllr E Poskitt seconded this motion and the Council

RESOLVED (Unanimous) to seek legal opinion (from whom we have already secured fee estimates) before proceeding further.

ACTION: *the Town Clerk will arrange and attend a meeting between the Town Mayor, Cllr C Carritt and an Oxford based barrister at his chambers.*

Motion 3

Woodstock Town Council is concerned that no action has been taken by West Oxfordshire District and Oxfordshire County Councils to improve parking arrangements in Woodstock Town Centre despite multiple surveys, investigations and discussions that point to an acute problem that is driving visitors and shoppers away from the town. Whilst there remains a problem for some town centre residents with no off-street parking and for whom this Council is sympathetic, nevertheless, the future prosperity and vitality of the town centre cannot be held to ransom by this

specific local difficulty. Woodstock Town Council therefore calls upon West Oxfordshire District Council to immediately commence a publicity exercise to draw attention to a planned increase in enforcement activity at a defined date in 2015. The Council further calls upon Oxfordshire County Council to implement their already published draft modification orders to the town centre waiting regulations. Furthermore, and for its part, the Town Council pledges to work with both principal authorities and the town centre residents to resolve the particular problems for those without off-street parking.

This motion was seconded by Cllr B Yoxall. Discussion followed and a vote was then taken. A Cllr called for a named vote the result of which was as follows:

For: Cllrs C Carritt and B Yoxall (2)
Against: Cllrs J Cooper, S Rasch and S Parnes (3)
Abstention: Cllr E Poskitt (1)

The motion fell.

WTC/231/14 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: 15/00126/HHD – The Bell House, 29 Union Street, Woodstock
Erection of front and side extensions. Construction of pitch roof over existing bay and alterations to existing dormers.

RESOLVED that Woodstock Town Council (WTC) wishes to make no comment

b) Ref: 15/00128/HHD – 1 The Covert, Woodstock
Erection of single storey extension and detached double garage.

RESOLVED that WTC wishes to make no comment

c) Ref: 15/00148/HHD – 18 Cadogan Park, Woodstock
Erection of first floor extension to rear elevation.

RESOLVED that WTC wishes to make no comment

d) Ref: 15/00169/FUL – 6 Ashford Close, Woodstock
Change of use of existing workshop to a flexible use for purposes within Use Class B1 or for ancillary residential purposes.

RESOLVED (unanimous) that WTC **OBJECTS** to this planning application on the grounds of Employment Policy 1

(ii) Neighbourhood Plan Working Group

a) Minutes of Meeting held on 2nd February 2015 and oral report by Cllr B Yoxall.
Cllr E Poskitt left the room whilst this item was discussed as she had previously declared a pecuniary interest.

The Council received and considered the minutes of the meeting of the Neighbourhood Plan Working Group that was held on 2nd February 2015. Mr Steve Gwilym and Matt Smart were thanked for joining the working group and for their positive contributions.

The location for the banners was discussed. It was noted that any banner on the south side should not cover the window of the Town Clerk's office.

It was also noted that Cllrs P Jay and B Yoxall had called for an ETC on Tuesday 17th February to discuss the WTC draft response to the Woodstock East planning application prepared by Kemp and Kemp and also the OCC response to the Glanville transport survey results.

ACTION: *Cllr B Yoxall and the Town Clerk will meet with the banner manufacturer on Friday to confirm where banners will be hung at the Town Hall.*

Cllr E Poskitt re-joined the meeting at this point

b) Review of Exchange of Correspondence with Woodstock GP surgery and Blenheim Estates on the issue of Police Station Site

No responses have yet been received to the letters from the Town Mayor to the Doctors at the Woodstock surgery or Blenheim Estates.

ACTION: *the Town Clerk will follow up the initial letters and ask for responses to be sent in time for the Annual Town Meeting in March.*

WTC/232/14 LOCATION FOR THE SIR WINSTON CHURCHILL AND PRESIDENT ROOSEVELT BENCH

Two possible locations for the commemorative bench were discussed but the preferred location will not be chosen until the exact dimensions of the bench are confirmed.

ACTION: *the Mayor will ask Blenheim Estate to confirm the dimensions of the commemorative bench.*

WTC/233/14 COMMEMORATION OF THE 100th ANNIVERSARY OF WWI AND THE 50th ANNIVERSARY OF THE DEATH OF SIR WINSTON CHURCHILL

The Mayor has written to the British Legion and is currently awaiting a response.

It was suggested that this item should be renamed to read 'Commemoration of the 70th Anniversary of the end of WWII and the 50th Anniversary of the Death of Sir Winston Churchill.

ACTION: *The Town Clerk will include the revised agenda item on the March TC agenda.*

WTC/234/14 PURCHASE OF A NEW SERVER FOR WTC

The Council received and considered a paper and recommendations from the Town Clerk. Cllr C Carritt, proposed, Cllr E Poskitt seconded the motion and it was

RSOLVED (unanimous) that the Council:

1. Applies WTC Financial Regulation 11.1 (c) when purchasing the new server that is urgently required by the Council because:
 - a) The Council lacks the expertise in-house to provide a credible specification for this work.
 - b) This IT solution has been recommended by Triumph Technology who provides a high standard of expertise and excellent support to the Council.

2. Instructs Triumph Technology to purchase and install the new generation IT structure detailed above at a total cost of £6229.00 +vat.

WTC/235/14 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2015

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

- (i) The List of Payments for January

RESOLVED that the list of payments totalling £24,699.46 made in the month of January 2015 is approved.

- (ii) Bank Reconciliation Statements for January 2015: Noted.

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

- (iv) Internal Controls.

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

- (v) Disposition of Council Funds: Noted.

WTC/236/14 WINTER WEATHER 2014/15

The Mayor reported that he had made a plea in the Woodstock and Bladon News for a volunteer to help co-ordinate any Winter Weather response that may be required but that nobody had come forward so far.

WTC/237/14 WODC PLAY GROUND INSPECTIONS AND LITTER PICKING CONTRACT

The Council received and considered a report and recommendation from the Town Clerk. Cllr C Carritt proposed, Cllr E Poskitt seconded the motion and the Council

RESOLVED (unanimous) that WTC continues this contract with WODC for a further 3 years.

ACTIONS:

1. The Town Clerk will extend the playgrounds contract with WODC.
2. WODC will be asked to rake the woodchips on the New Road playground.

WTC/238/14 MAYOR'S COMMITTEE

The Council received and considered the minutes of the meeting of the Mayor's Committee which took place on Tuesday 27th January 2015. The Mayor moved the recommendation from the Mayor's Committee and the Council

RESOLVED (unanimous) that WTC delegates powers to the interview panel to select and appoint the new Finance Assistant.

WTC/239/14 COMMUNICATIONS WORKING GROUP

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.

WTC/240/14 TOWN EMERGENCY PLAN

The Council received and noted an oral update from Cllr E Poskitt.

WTC/241/14 WOODSTOCK AS A FAIR TRADE TOWN

The Council received and noted an email received by the Mayor from Sustainable Woodstock proposing that Woodstock become a Fairtrade town. The Council supports this initiative.

WTC/242/14 APPROACH FROM BLETCHINGTON PARISH COUNCILLOR ABOUT 'IT'S A WACKY KNOCKOUT' FUN DAY CHALLENGE

The Council received and noted a letter from Cllr Julie Benton of Bletchington PC.

WTC/243/14 TRANSPORT STRATEGY

The Council noted that a useful meeting had recently been held with OCC and that a report of the meeting will be submitted to the Council in March 2015.

ACTION: *The Town Clerk will include this item on the March TC agenda.*

WTC/244/14 CLUTTERED PAVEMENT BY THE CROWN

An oral report from Cllr E Poskitt was received and it was noted that licences should have been obtained for the scaffolding and skips and that these would have included specific conditions. The Town Clerk has already raised this matter with the OCC Area Steward but is yet to receive a response.

ACTION: *If a response is not received from the Area Steward within the next week the Town Clerk will escalate this matter with Cllr Nimmo-Smith the OCC Cabinet Member for Transport.*

The meeting closed at 8.45pm

Signed Date