

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 8th MARCH 2016
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

Also in Attendance: County Cllr I Hudspeth and 4 members of the public.

WTC/237/15 APOLOGIES FOR ABSENCE: Cllrs Mrs E Stokes and T Wray.

WTC/238/15 DECLARATIONS OF INTEREST: Cllr E Poskitt declared a prejudicial interest in planning application 10 (iv) "Pending 'Land South East of Woodstock' proposals" as she lives in Hedge End and left the room when this item was discussed.

General declarations were received from:

Cllr E Poskitt: Agenda Item 10, Planning items (i) – (iii), as a member of West Oxfordshire District Council (WODC) Uplands Planning subcommittee.
Cllr J Cooper: Agenda item 10, Planning, as a WODC Councillor.

WTC/239/15 MINUTES: The Council

RESOLVED that the minutes of the Town Council meeting held on Tuesday 9th February 2016 were approved subject to the following amendments:

WTC/223/15: Planning (iii) WODC – Local Plan Site Allocations. The second sentence was amended to read "Cllr B Yoxall proposed the following motion, seconded by Cllr Mrs E Stokes that WTC write to WODC in respect of brown field sites to be considered in the context of the Local Plan preparation as follows:..."

WTC/224/15: Neighbourhood Plan Working Group (ii) Revised Vision Statement. In the first sentence the word 'contained' was replaced with the word 'refined'. The word 'an' was deleted from the second action point.

WTC/228/15: Report of the Financial Officer – January 2016 (i) Payments. The word 'were' in the resolution was replaced with the word 'was'.

WTC/234/15: Mayor's Committee (continued) (ii) Vehicle Accident at New Road Play Area. An apostrophe was added to the word 'Mayors' in the recommendation.

The Mayor then signed the minutes.

WTC/240/15 PUBLIC PARTICIPATION:

Mrs Aleksandra Sopilnik: addressed the Council about the tenancy of 24 Market Place. She informed the Council about her background and outlined her plans for this property should she be successful in her application for the tenancy.

WTC/241/15 COUNCILLOR UPDATES

(i) Report from County Cllr Ian Hudspeth. The Mayor welcomed County Cllr Ian Hudspeth and said that she was pleased that he had recovered from his recent illness. The March report from Cllr I Hudspeth was received and noted. Cllr Hudspeth answered questions from Cllrs about the removal of bus subsidies noting

that it was not necessarily the case that fares will go up. The concessionary bus passes will still be funded by OCC.

(ii) Report from District Cllrs J Cooper and E Poskitt. The March report from District Cllrs Cooper and Poskitt was received and noted. The potential impact of central government's proposal to merge some emergency services was discussed.

WTC/242/15 COMMUNICATIONS: The Mayor laid the following before the Council:

- (i) The Mayor had attended the ceremony at Christ Church College where Mrs Jean Hollis had received a High Sheriff's award for her service to the community.
- (ii) The Mayor had attended the ceremony at the Oxford Town Hall where Mr Harry Pearson was one of 8 veterans who were each awarded the 'Chevalier, Legion d'Honneur'.
- (iii) A very successful Fair Trade coffee morning on Saturday 5th March 2016 resulted in £436 being raised. This money will be divided between the Church Development Fund and the Mayor's nominated charities.
- (iv) The Mayor's Quiz Night was cancelled because the numbers attending would have resulted in an unchallenging event but some very generous donations were still received.

WTC/243/15 QUESTIONS: None.

WTC/244/15 MOTIONS PRESENTED TO THE COUNCIL: None

WTC/245/15 ELECTIONS: The Council received and noted the "Timetable of Statutory Dates" that WODC has produced for the Town and Parish Council elections which will be held on Thursday 5th May 2016.

WTC/246/15 PLANNING The Mayor and Cllr J Cooper declared general interests.

(i) Planning Applications: The Council

RESOLVED that it wished to make no comment about any of the following four planning applications:

- a) Ref: 15/04147/FUL – 80 Manor Road, Woodstock: Demolition of two outbuildings. Erection of 4 detached dwellings and associated works including provision of parking and vehicle manoeuvring.
- b) Ref: 16/00253/HHD – 1 Briar Thicket, Woodstock: Erection of two storey rear and single storey side extensions. Construction of front porch.
- c) Ref: 16/00311/HHD – 19 Crecy Walk, Woodstock: Alterations and erection of single and two storey extensions.
- d) Ref: 16/00511/HHD – 27 Brook Hill, Woodstock: Removal of existing front conservatory. Construction of a single storey front extension and alterations to existing roof and dormers.

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

e) Ref: 16/00563/HHD 1 the Covert, Woodstock: WODC had not yet confirmed whether WTC would be given an extension in time in order to discuss this planning application at the Mayor's Committee meeting that will take place on 22nd March 2016. Cllr Mrs E Jay proposed, the Mayor seconded the motion and the Council

RESOLVED to suspend Standing Orders in order that the application could be discussed and submit a response of 'no comment' if a time extension was not agreed.

Cllr P Jay asked for a named vote the result of which was as follows:

For: Cllrs E Poskitt, C Carritt, B Yoxall, Mrs S Rasch, L Maybury, Mrs E Jay and M Robertson (7)

Against: Cllrs P Jay, S Parnes and J Cooper (3).

ACTION: *The planning response of 'no comment' will be submitted to WODC if WTC is unable to discuss this planning application when the Mayor's Committee meets on 22nd March 2016.*

(ii) WODC response to WTC's Request to Remove 'Woodstock East' from the SHLAA. The Council received and noted the WODC response to WTC's letter requesting that the District Council remove the 'Woodstock East', development from the SHLAA.

(iii) WTC's Property Advisor's Role in Proposal for Reduction of Affordable Housing Contribution in the Sub-Area. Cllr S Parnes had asked for this item to be included on the agenda but at the meeting asked that it be deferred.

(iv) Pending 'Land South East of Woodstock' Proposals
The Mayor had previously declared a prejudicial interest and left the room whilst this matter was discussed and the Deputy Mayor assumed the Chair. A leaflet outlining proposals for 'Land South East of Woodstock' has been circulated around the Town but it was noted that no planning application had yet been submitted to WODC. Cllr P Jay proposed, Cllr B Yoxall seconded the motion and the Council

RESOLVED (7 votes for and 2 abstentions) that the Council takes note of the announcement by Terence O'Rourke Ltd about plans for the South East of Woodstock and looks forward to discussing this further at the Annual Town Meeting on 15th March 2016.

The Mayor then re-joined the meeting and re-assumed the Chair.

WTC/247/15 COMMUNITY PARTNERSHIP MEETING: This item was brought forward from the February meeting. The Council received and noted the following reports arising from the meeting of the Community Partnership on 2nd February 2016.

(i) Minutes of the meeting of the Community Safety Partnership Meeting held on 2nd Feb 2016.

(ii) Key Crimes Classification

(iii) Safe Place Presentation

Cllr P Jay, WTC's representative at this meeting suggested that Cllrs take time to absorb this information.

WTC/248/15 CHRISTMAS LIGHTS: The Council received and noted a report from Cllr C Carritt that sets out the Christmas Lights options for the next Council to consider. Cllr Carritt was thanked for his hard work ensuring that Woodstock has Christmas Lights.

WTC/249/15 ANNUAL TOWN MEETING: It was noted that the Annual Town Meeting will be held at 7.30pm on Tuesday 15th March in the Community Centre. Due to the agenda notice requirements and following discussion with the Mayor the Town Clerk asked Huw Mellor, Kemp and Kemp to attend this meeting and comment upon the most

recent large development proposals. The Director of the Wychwood project and the police will be amongst others presenting to this meeting.

WTC/250/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2016

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

(i) To receive the list of payments for February: Cllr J Cooper proposed, the Mayor seconded and the Council

RESOLVED that the list of payments totalling £15,533.42 made in the month of February 2016 was received and approved.

(ii) Bank Reconciliation Statement for February 2016: The bank reconciliation statement was received and noted.

(iii) Summary & Detailed Income & Expenditure Statements for February 2016: The summary and detailed statements were received and noted.

(iv) Internal Controls: It was noted that an internal control for the bank reconciliation has been undertaken since the last meeting and was found to be satisfactory.

(v) Projected Budget Outturn 2015/16: Cllrs received and noted a paper from the Finance Assistant about the predicted budget out-turn.

(vi) Risk Assessment: Cllrs received and approved the updated Woodstock Town Council Risk Assessment dated 07 March 2016 that had been prepared by the Town Clerk.

(vii) Renewal of the WTC Insurance Contract: Due to the commercial nature of this item it was deferred until the Council went into confidential session later in the meeting.

WTC/251/15 ENVIRONMENT COMMITTEE: The draft minutes of the Environment Committee that was held on Tuesday 23rd February 2016 were received and considered. The following recommendations were considered by the Council:

(i) Traffic Regulation Order at the Junction of Union Street and Brook Hill: In recognition of widespread local concerns over traffic safety due to inappropriate parking on the junction of Union Street and Brook Hill, a generous offer has been received from Owen Mumford's at the Glyme Valley Industrial Park to fund the cost of a Traffic Regulation Order to prohibit parking on the junction. The cost estimate for this work, prepared by Oxfordshire County Council, is a minimum of £2500 for legal administrative and advertising costs with additional costs not exceeding £1000. Mark Owen of Owen Mumford has asked that a cap on his commitment be set at £3500.

RESOLVED (unanimous) that Woodstock Town Council will

- 1) Thank Mark Owen and the company for agreeing to fund this work
- 2) Support the project and work with OCC towards completion at the earliest date.

3) Underwrite any overspend that might accrue over and above the Owen Mumford's £3,500 cap up to a limit of £500.

(ii) Cemetery Fees: The Council reviewed and considered the proposed increase in cemetery fees and

RESOLVED (unanimous) that Woodstock Town Council approves the fees listed in the green column of the table entitled "Comparison of Cemetery Charges and Recommendation: February 2016" and that the new fees are applied from 1st April 2016.

(iii) Untidy Frontages: The Council received and considered the recommendation of the Environment Committee that WTC:

1. Use the WTC newsletter to remind people that the first sight that many visitors have of Woodstock is as they enter the Town along the main roads and so it would be very helpful if people would try to keep their frontages tidy. If they have trouble doing so owing to age or disability, they should contact the Bloom committee.
2. Ask WODC/OCC to monitor the situation and if the problem is sufficiently serious contact the households pointing out that:
 - (i) The bins are blocking a public footpath (OCC).
 - (ii) Bins are meant to be put out on the evening before collection and taken in the next evening (WODC)
3. Ask the Bloom litter-pickers to make a point of picking litter around these areas.
4. Advise the concerned residents of the 'phone numbers for WODC Environmental Health if they wish to report an environmental issue and for OCC Highways if they wish to report a blocked pavement.
5. Writes to WODC to ask that enforcement action be taken against The Kings Arms, as its commercial bins are permanently left outside taking up valuable parking spaces, and The Crown who frequently leave commercial bins and other items such as beer kegs on the public highway, with a view to stopping this nuisance.

Discussion followed during which Cllr M Robertson proposed an amendment whereby item (1) of the recommendation was deleted and some of the wording was amended slightly. Cllr Mrs E Jay seconded the amendment and the Council

RESOLVED that

1. WODC/OCC are asked to monitor the situation about wheelie bins left out for prolonged periods and if the problem is sufficiently serious contact the households pointing out that:
 - (i) The bins are blocking a public footpath (OCC).
 - (ii) Bins are meant to be put out on the evening before collection and taken in the next evening (WODC)
2. Ask the Bloom litter-pickers to make a point of picking litter around these areas.

3. Advise the concerned residents of the 'phone numbers for WODC Environmental Health if they wish to report an environmental issue and for OCC Highways if they wish to report a blocked pavement.

4. Writes to WODC to ask that enforcement action be taken against The Kings Arms, as its commercial bins are permanently left outside taking up valuable parking spaces, and The Crown who frequently leave commercial bins and other items such as beer kegs on the public highway, with a view to stopping this nuisance.

ACTION: *The Town Clerk will action the points 1-4 above.*

(iv) Footpaths in Old Woodstock: Some residents from Old Woodstock have expressed concerns about Blenheim Estate's proposals to install a fence behind some of the houses at Hill Rise and Vanbrugh Close to create a permissive path. Cllr Mrs E Jay proposed, Cllr M Robertson seconded the motion and the Council

RESOLVED (9 votes for and 1 vote against) that WTC write to Blenheim Estate and ask that if there is to be a fence it be as unobtrusive as possible and not more than 4 feet high.

ACTION: *The Town Clerk will write to Blenheim Estate.*

WTC/252/15 NEIGHBOURHOOD PLAN WORKING GROUP (NPWW): The Council received and noted the minutes of the NPWG meeting that was held on 1st March 2016.

WTC/253/15 THE QUEEN'S 90TH BIRTHDAY CELEBRATION: The Council received and noted an update from the Mayor about proposals for celebrating the Queen's 90th Birthday.

WTC/254/15 EXCLUSION OF THE PUBLIC AND PRESS: The Deputy Mayor proposed, the Mayor 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/255/15 WTC INSURANCE RENEWAL: The Council received and considered a paper and recommendation from the Town Clerk. Three insurance companies had been invited to quote for the insurance renewal. Two had done so. Cllr P Jay proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED (unanimous) that WTC awards the insurance contract to Zurich Municipal for 5 years at a cost of £6,569.78 per annum plus index linking on the buildings for parts A and C of the schedule.

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

WTC/256/15 NEW ROAD PLAY AREA: An updating report from the Mayor was received and noted by the Council. Cllrs were reminded of the legal advice of Hemans and that the Council is constrained because of the threat of legal action.

WTC/257/15 PROPERTY MATTERS.

Cllrs received and noted the report from the Council Member for Property. The Council received and considered the recommendation from Carter Jonas about the new tenant for 24 Market Place. Five organisations had indicated an interest in the

tenancy of the premises. Carter Jonas had assessed each application and made a recommendation to Council. Cllr M Robertson proposed and Cllr J Cooper seconded the motion and WTC

RESOLVED (5 votes for, 2 votes against, 2 abstentions and one Cllr who did not vote) that WTC follow the recommendation of Carter Jonas and offer the tenancy to the tenant that they are recommending and that should their accounts not be satisfactory or should the required change of use not be approved, Carter Jonas offer the tenant to the company that they had listed as their second recommendation.

A Cllr called for a named vote the result of which was as follows:

For: Cllrs M Robertson, J Cooper, Mrs E Jay, L Maybury, P Jay (5)

Against: Cllrs S Parnes and Mrs S Rasch (2)

Abstentions: Cllrs C Carritt and B Yoxall (2)

The Mayor did not participate in the vote.

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

The Council then went back into public session.

The meeting closed at 9.32pm

Signed Date