

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 7<sup>th</sup> NOVEMBER 2017  
At 7.30pm  
IN THE TOWN HALL, WOODSTOCK.**

**PRESENT:**

Cllr. Mrs T Redpath (Mayor)

Cllr. F Collingwood

Cllr. P Jay

Cllr. E Poskitt

Cllr. E Stokes

Cllr. A Grant (Deputy Mayor)

Cllr. J Cooper

Cllr. U Parkinson

Cllr. P Redpath

**ALSO IN ATTENDANCE:** Cllr Ian Hudspeth and two members of the public

**WTC145/17 APOLOGIES FOR ABSENCE:** Cllrs S Parnes, S Rasch and B Yoxall.

**WTC146/17 DECLARATIONS OF INTEREST:**

Cllr J Cooper	<b>Item 11 Planning</b> General interest as he is a member of WODC
Cllr E Poskitt	<b>Item 11 Planning</b> General interest because she is a member of WODC Uplands Planning Sub-Committee
Cllr A Grant	<b>Item 11c Planning</b> General interest as 30 Bear Close backs onto her home. <b>Item 11e Planning</b> General interest as landlady of 52 New Road
Cllr U Parkinson	<b>Item 15 MUGA</b> General interest as she is a neighbour affected by MUGA and instrumental in removal of it
Cllr E Poskitt	<b>Item 16 Local Development Plan</b> Pecuniary interest as she is a resident in Hedge End
Cllr P Jay	<b>Item 19 Woodstock And Bladon News Sales Box</b> Pecuniary interest as he is the publisher of Woodstock And Bladon News

**WTC147/17 BARCLAYS BANK CLOSURE**

Matthew Bell, Community Banking Director, Thames Valley, Barclays UK gave a detailed outline of the rationale behind the decision to close the Woodstock branch. He indicated that the main reasons were decline in customers using the branch as more people are moving to online banking. He confirmed that counter services (deposits, withdrawals and bill payments) can be provided by the Post Office which also offers longer opening hours than the bank. The ATM machines opposite the Town Hall and in Blenheim Gift Shop are available for cash withdrawals. Only one complaint relating to the branch closure had been received to date. Matthew advised that he has been communicating with Blenheim and hopefully in the New Year, Barclays will be offering 'pop up' banking for one day a week from the old Blenheim Estate Office. This will enable residents to obtain advice and information on products, services and alternative methods of banking.

**RESOLVED:** Matthew Bell has agreed to keep WTC informed of when the 'pop up' shop facility will be available for residents to use.

## **WTC148/17 PUBLIC PARTICIPATION SESSION**

**Woodstock Traffic Survey (brought forward from Agenda Item 17)** Mr Andrew Macaulay (resident of Oxford Street) requested that WTC give support to the survey of heavy traffic in/through Woodstock that the local MP Robert Courts advised he would undertake within a post on the 'We Love Woodstock' facebook page.

A lengthy debate followed which included discussion relating to the pending decision on the A361 Weight Limit at Burford and whether a 'Traffic Destination' survey using APR cameras from Peartree to other side of Chipping Norton would provide more useful information.

Cllr P Jay proposed a motion which was seconded by Cllr J Cooper

"that WTC write to Robert Courts advising that the Council is sympathetic to residents' concerns regarding road safety in the proximity of the Black Prince, PH and is fully supportive of Mr Macaulays request on behalf of Woodstock residents for the survey Robert Courts promised to be undertaken. Oxfordshire County Council should also be approached to ask advice on what they can do to assist in progressing the issue and enabling WTC and other Towns/Villages on the A44 route to take the most appropriate action in support of either a 'traffic destination' or another type of survey."

VOTE: unanimous in favour

**RESOLVED:** The motion was carried.

## **WTC149/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 10<sup>th</sup> OCTOBER 2017**

The minutes were approved with the following agreed amendments:-

- WTC123/17 add the word 'Uplands' between WODC and Planning.
- WTC128/17 (ii) Within heading remove 'June' and replace with 'October'.
- WTC139/17 First line, add the word 'the' between that and report. Line two, add the words 'Cllr Yoxall after the word 'After' and change the word 'presenting' to 'presented'.
- WTC144/17 First line have expanded the abbreviation 'BNP' into the full name of the organisation '(Banque Nationale de Paris) Paribas Real Estate'.

## **WTC150/17 REPORT FROM TOWN CLERK:**

The Mayor proposed to suggest at the next meeting that WTC has a Standing Order that reflects the requirement for a motion to be seconded should stand aside to January. This will satisfy some of the problems WTC have been experiencing of motions being included on an Agenda without being seconded and then not being discussed at the meeting due to not being seconded on the night.

The request for the Town Clerk to become a member of The Society For Local Council Clerks was unanimously agreed.

The Clerk will provide a full report with recommendations for replacing the existing noticeboards in poor repair and installing two new noticeboards ready for consideration at December meeting.

## **WTC151/17 COUNTY AND DISTRICT COUNCILLORS UPDATE**

- (i) Cllr Hudspeth's report was received and a comment raised regarding the drive to recruit more female firefighters in Oxfordshire was responded to. His attention was drawn to a significant dip where the tarmac and cobbles meet in the road by the Town Hall. Cllr

Hudspeth informed the Council that the Infrastructure bids submitted by OCC will hopefully be successful. Questions raised regarding the Cotwold Line service increase, Car park at Long Hanborough station and new trains coming into use were all responded to although he could not provide much information on them.

- (ii) The District Councillors Report was received. A number of Councillors made observations regarding the new recycling bins & service. Cllrs Cooper & Poskitt agreed to feed the observations from the meeting and also any other complaints or comments Councillors receive from residents back to West Oxfordshire District Council. A Councillor also reported that a single 21 year old local gentleman had been allocated a two bedroom house in the Marlborough Place development and was given the choice of two properties as no one else had bid for them. The Councillor expressed concern as to the need for more development when there are a lack of people applying to be housed in Woodstock. The District Councillors advised on the change to the bidding process which is now online and indicated that the property may not have been suitable for other residents on the housing register.

#### **WTC152/17 COMMUNICATIONS:**

The Mayor relayed the news that Bill Dunsmore, the husband of a former Mayor and Councillor Jill Dunsmore had sadly passed away and confirmed that she would send a letter offering condolences to Jill on behalf of the Council.

The Mayor asked for as many Councillors as possible to attend the Remembrance Parade on Sunday 12<sup>th</sup> November.

Christmas lights displayed in Oxford Street were viewed by two Councillors prior to attending the meeting, both felt these looked impressive as they run from a ring up the tree branches rather than a string of lights that are wrapped around the tree. Councillors who did not view them may possibly have an opportunity to do so if another suitable date can be agreed.

#### **WTC153/17 QUESTIONS**

There were no questions.

#### **WTC154/17 MOTIONS PRESENTED TO THE COUNCIL:**

To receive the following Motion proposed by Cllr B Yoxall and seconded by Cllr J Cooper:

##### **WOODSTOCK SPEED LIMIT OF 20 mph**

“That Woodstock Town Council propose to OCC the introduction a.s.a.p. of a 20m.p.h.speed limit in the town between the junction of Oxford Street with (Lower) Brook Hill and the pedestrian crossing in Old Woodstock.”

**RESOLVED:** To defer the motion to the December meeting as Cllr Yoxall was unable to attend the meeting due to being unwell.

Proposed by Cllr F Collingwood and seconded by Cllr T Redpath.

##### **Queen Elizabeth I's five week visit to Woodstock Manor**

“Without incurring any expenditure, WTC will support a feasibility study for a major event in the town to celebrate 450 years since the five week visit of Queen Elizabeth I to Woodstock and seek individuals and organisations who will support the enterprise.”

Cllr Collingwood advised that he already has thoughts as to how the feasibility study will be conducted.

VOTE: unanimous in favour

**RESOLVED:** The motion was carried.

## **WTC155/17 PLANNING**

Council considered the following applications:

- Ref: APPLICATION NO: 17/02389/HHD Merry Piece, Oxford Road, Woodstock  
Two storey front and rear extensions. Single storey side and rear extensions, erection of detached pool outbuilding.

**RESOLVED:** WTC object to this application as the roof of the extension will not be in keeping with the character of the houses on either side of the property and suggest the pitch of the roof on the extensions are the same as the neighbouring properties. The noise from the pump machinery for the swimming pool could jeopardise the quiet enjoyment of the neighbouring houses using their gardens and may particularly affect the property directly behind the detached pool outbuilding (2 The Covert).

- Ref: APPLICATION NO: 17/03200/HHD 19 Hensington Road, Woodstock,  
Erection of single storey rear extension.

**RESOLVED:** WTC has no objection to this application

- Ref: APPLICATION NO: 17/03121/HHD 17 Bear Close, Woodstock  
Removal of outbuilding and erection of part two storey and part one storey rear extension. Internal alterations and new front porch.

**RESOLVED:** WTC has no objection to this application.

- Ref: APPLICATION NO: 17/03329/HHD 120 Oxford Street Woodstock  
Alterations and conversion of cellar to habitable rooms.

**RESOLVED:** WTC has no objection in principle to this application but have expressed concerns that there may be historic relics within the cellar foundations and would hope that an archaeological inspection of the cellar is completed before any work commences.

- Ref: APPLICATION NO: 17/01911/FUL 30 New Road, Woodstock  
Remove detached dwelling and workshop. Erection of five flats with associated works.

**RESOLVED:** WTC strongly object to this application as the flats will not be in keeping with the style of New Road. There are only 8 car parking spaces for 5 flats with no possibility of overflow parking for visitors or if each occupant has two vehicles. The windows on the east side of the development will overlook the garden of 28a encroaching on their privacy. The issue regarding the amount of traffic using the road is reflected in the current state of the road surface itself. There was also an incident in

August where an ambulance could not reach a patient in New Road due to the obstruction caused by vehicles being parked on both sides of the road and not leaving enough space for larger vehicles. New Road is a Sustrans cycle route and is also heavily used by pedestrians including children to access the Primary School, WUFA, Youth Club, Community Centre, Football Club and play area. The amended proposal of 5 flats is still an overdevelopment of the site and there is no contribution to affordable housing within the proposal.

#### **WTC156/17 PROPERTY MATTERS**

- (i) Cllr Grant proposed that a small group of 4 Councillors get together to review Council's requirements for Property Management and bring their conclusions to the January meeting. Cllrs Collingwood, P Redpath, T Redpath and Yoxall along with Cllr Grant volunteered to be part of the group. It was deemed that they would need one or two meetings to complete the task. Cllr Collingwood agreed to provide a draft of the outcomes of the meeting with Brecon & Brecon earlier in the year.
- (ii) Town Hall: Council agreed that the lock on the office door could be replaced with one that does not automatically lock when the door is closed. This will allow the door to be kept closed but can be opened by visitors from the foyer. The cost of replacing the lock should be within the amount agreed by councillors. The new cupboard and worktop for the kitchen has not been fitted and the Town Clerk will continue chasing Inside Out for a completion date.
- (iii) Community Centre: Cllr Grant proposed that money should be allocated to fit new windows to the upstairs of the Community Centre as these were not replaced at the time of the general building upgrade. Cllr Poskitt added that the replacement windows should be accessible for use as a fire exit. Cllr Grant also mentioned that the surface surrounding the man holes in the car park is in a bad state of repair. The Clerk has been trying to loan large rubber mats to cover the man holes but to date has been unsuccessful. The cupboard doors in the kitchen will also need to be replaced as they have been left with holes in them after locks which had been put on by clients using the facility without permission were removed. Cllr Collingwood suggested that these should be included within the 2019/2020 Budget.
- (iv) 2 Park Street: Council agreed that more information is required regarding access to the drain (re: lease). Carter Jonas to obtain more information as to drainage use and ascertain the cause of the problem and alert the tenants of 4 Park Street if necessary.
- (v) Mayor's Parlour: Cllr Grant proposed that JS Fine Art are asked to provide a quote for valuation of the pictures within the Parlour. Quotes for the removal and storage of the items and decoration of the Parlour cannot be obtained until this is completed. It was also identified that the Inventory of what is in the Parlour is out of date and needs updating with values of the items as a matter of urgency. Council agreed to obtain the quote and update the Inventory by unanimous vote.

#### **WTC157/17 TRAFFIC ADVISORY COMMITTEE MEETING**

The minutes of the meeting held on 12 October were noted

#### **WTC158/17 PARKING SUSPENSION**

The removal of several parking bays in Rectory Lane is causing concern to both residents and traders

as they have been put in place for scaffolding being used for the work on Woodstock House. The lead up to Christmas is a busy time of year in the town and also there has been no consultation with Woodstock Town Council from either West Oxfordshire District Council or Oxfordshire County Council. .

**RESOLVED:** WTC agreed that a letter of complaint should be sent to WODC urgently regarding the lack of consultation and also requesting that if the bays have been unlawfully suspended due to this reason then the suspension should be removed immediately.

#### **WTC159/17 MUGA**

The two options presented by Cllr P Redpath relating to the storage charges for the MUGA were discussed. Cllr T Redpath proposed to progress Option A which was seconded by Cllr Collingwood.

VOTE: For: 4 Against: 2 Abstaining: 2

**RESOLVED:** WTC would ask for WODC to waive the two outstanding bills for storage of the MUGA.

#### **WTC160/17 LOCAL DEVELOPMENT PLAN**

The Mayor provided an update and advised that Nicolas Kingsley-Smith had received an unacceptably vague response from West Oxfordshire District Council to his previous letter and has requested Council instruction to respond. Cllr Poskitt advised Council that the WODC Heritage Report should be available anytime now.

VOTE: For: 7 Abstaining: 1

**RESOLVED:** WTC to instruct Nicolas Kingsley-Smith to respond accordingly.

#### **WTC161/17 TOWN MEETING**

Cllr Yoxall's notes of the Town Meeting held on Tuesday 17<sup>th</sup> October 2017 were noted. The Community Plan communication to all local residents was not discussed.

**RESOLVED:** WTC agreed to defer considering the Community Plan communication to all local residents until the December meeting as Cllr Yoxall was unable to attend the meeting and present his paper due to being unwell.

#### **WTC162/17 WOODSTOCK AND BLADON NEWS SALES BOX**

The request to have a sales box located in the foyer of the Town Hall was discussed. Cllr Grant advised that having a disclaimer signed by representatives of Woodstock and Bladon News would relinquish any responsibility on the Council if the money or box were to be stolen or vandalised.

**RESOLVED:** WTC approved the request by unanimous vote and agreed a disclaimer should be signed prior to the box being delivered to the Town Hall. Cllr Jay did not cast a vote due to pecuniary interest.

#### **WTC163/17 TOURISM DEVELOPMENT**

The report prepared was not discussed.

**RESOLVED:** WTC agreed to defer considering the Community Plan communication to all local residents until the December meeting as Cllr Yoxall was unable to attend the meeting and present his paper due to being unwell.

**WTC164/17 DATA PROTECTION**

Cllr T Redpath proposed that Woodstock Town Council commission Liz Howlett (the former legal officer and monitoring officer for Cherwell District Council and legal advisor and trainer for OALC) to assist the Town Council with a review of the current Data Protection policies and update them in line with new regulations. It was recognised that a professional with a legal background was required to complete this task and ensure the Council are legally compliant.

VOTE: For: 8

RESOLVED: WTC to commission Liz Howlett as outlined above.

**EXCLUSION OF THE PUBLIC AND PRESS**

*It was then proposed by Cllr Grant and seconded by Cllr T Redpath that in view of the 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).*

**WTC165/17 CONFIDENTIAL PROPERTY MATTERS**

2 Market Street

Following a lengthy discussion Council agreed by unanimous vote to await the advice from Freeth Solicitors on how the current situation can be progressed with the tenant. As it has been some time since the request was made an email will be sent to Freeth confirming that a response is required urgently.

8 Park Street

Council agreed by unanimous vote to pursue the outstanding money owed by a previous tenant through the Small Claims Court. The Town Clerk will submit the required paperwork.

The meeting closed at 22.04hrs

Signed.....

Date:.....