

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
HELD AT 7.30PM ON TUESDAY 14<sup>th</sup> MARCH 2017  
IN THE TOWN HALL, WOODSTOCK**

**PRESENT:**

**Cllr. E Poskitt (Mayor)**  
**Cllr. J Cooper**  
**Cllr. P Jay**  
**Cllr. T Redpath**  
**Cllr. E Stokes**  
**Cllr B Yoxall**

**Cllr. F Collingwood (Deputy Mayor)**  
**Cllr. A Grant**  
**Cllr. S Parnes**  
**Cllr. P Redpath**  
**Cllr S Rasch**

Also in attendance: C Cllr. I Hudspeth and 1 member of the public.

**APOLOGIES FOR ABSENCE:** None

**WTC/294/16 DECLARATIONS OF INTEREST:** Cllr. E Poskitt declared a general interest in Agenda item 9, Planning, as she is a WODC Councillor sitting on Uplands Planning Subcommittee.

Cllr. J Cooper declared a general interest in agenda item 9, Planning, because he is a WODC Councillor.

Cllr B Yoxall declared a personal interest in agenda item 21, Review of Town Council's Grievance procedure because of personal involvement in a staff matter.

Cllr A Grant declared a personal interest in agenda item 13, Traffic Survey Brook Hill Woodstock, because she lives in Brook Hill.

**WTC/295/16 APPROVAL OF MINUTES:** The following amendments to the minutes of the Council meeting on 14 February 2017 were agreed:

- Page 95 The paragraph reference WTC/278/17 should read WTC/278/16
- Page 96 In the penultimate line of WTC/279/16 Cllr. Grant is listed as voting against the motion whereas she abstained.
- Page 98 In WTC/285/16 remove the words "from the instigating Councillor".
- Page 98 In WTC/286/16 remove the words "from the instigating Councillor".
- Page 98 In WTC/287/16 remove the words "from the instigating Councillor"
- Page 99 In WTC/291/16 at the end of the line with the first bullet point insert "Suite 2 in the Community Centre".
- Page 99 In WTC/291/16 at the end of the line with the second bullet point insert "Suite1 in the Community Centre".
- Page 99 In WTC/291/16 at the end of the line with the third bullet point delete the penultimate word "the" and at the end of the sentence insert "(2 Market Place)" at the end.
- Page 100 In WTC/293/16 In the list of Councillors voting in favour replace "Mr" with "Mrs".

The minutes of the WTC Communications Working Group were noted.

## **WTC/296/16 PUBLIC PARTICIPATION SESSION:**

Mr Hodges requested minutes and /or notes of meetings between WTC and Owen Mumford concerning traffic, and in particular lorries, in Brook Hill going to and from the premises of Owen Mumford. He requested the reaction of WTC to breaches of Owen Mumford's Environmental Policy Statement and to the renewal of permission for temporary car park at the company's premises. He asked for a reasonable reply to a reasonable question.

WTC had queried the extension to the *temporary* car park in its submission to WODC but it was understood that nonetheless WODC subsequently granted permission.

## **WTC/297/16 COUNTY AND DISTRICT COUNCILLORS' REPORT**

### a) County Councillor's Report

Cllr. I Hudspeth's written report had been circulated. He announced that, since writing it, the Cabinet had approved the final proposal "A new Council for a Better Oxfordshire" and later in March it would be submitted to the Secretary of State, who would decide in May whether to commence a formal consultation process.

The Mayor thanked C Cllr Hudspeth for attending the meeting the previous evening to explain the proposals.

### b) District Councillors' Report

The report had been tabled and Cllr. Cooper offered to answer questions but there were none. The report was noted.

## **WTC/298/16 TRAFFIC SURVEY BROOK HILL**

The Oxfordshire County Council (OCC)'s Reports on Traffic in Brook Hill were discussed. Council felt the reported traffic density did not justify requesting writing to OCC on the grounds that the traffic was unbearable. It was agreed that the Acting Town Clerk should send tactful letters to Mark Owen at Owen Mumford seeking information, in view of the extensions to the *temporary* car park, about the firm's long term plans in Woodstock and also to Mr Will Barton, WODC's Business Development Officer, asking if he could provide any relevant information on the matter.

## **WTC/299/16 PAPERS FROM OCC AND OXFORDSHIRE ASSOCIATION OF LOCAL COUNCILS (OLAC)**

Cllr. Parnes proposed and Cllr. P Redpath seconded the following motion:

*WTC notes the concerns, contradictions and compelling points voiced by proponents and opponents of the perceived Unitary Authority for local government in Oxfordshire and calls upon the Secretary of State to recommend a county wide referendum before the matter is determined so people, and not only the politicians, can determine the outcome with a robust measure of quantified public opinion facilitated by democratic voting by the electors throughout Oxfordshire.*

A named vote was requested

For: Cllrs Parnes

Against: Cllrs. Cooper, Collingwood, Jay, Rasch, Mrs T Redpath, Stokes and Yoxall

Abstain: Cllrs. Grant & P Redpath

**The Motion was lost.**

Several Councillors stated that they wished to debate the issue in more detail. It was discussed whether Woodstock should hold its own referendum so WTC has the opportunity to inform residents of the issues and gauge their opinions.

Council agreed (nem con) to invite Cllr. Hudspeth to join in the debate on the proposals for a Unitary Authority and discussion followed.

The points raised and discussed included:

- There were benefits in one authority dealing with local authority services outside the remit of parish and town councils.
- There was currently a lack of liaison between Councils. This was particularly apparent over planning matters: For example Cherwell District Council is planning developments around Kidlington and up the A44 North of Oxford and towards Woodstock without reference to the neighbouring authorities of Oxford City Council and WODC respectively.
- A single unitary authority for the whole County would be too big and the local influence on decisions could be lost
- The minority view that WODC and Cherwell should be a Unitary producing an authority with a population of around 200,000
- The bias perceived by some in WODC's arguments against OCC's Unitary proposals
- Residents in Oxfordshire have difficulty finding the correct authority to resolve issues and the right official responsible for their concern.

It was proposed by The Mayor and seconded by Cllr. P Redpath that:

*WTC sends a letter to the Secretary of State supporting the OCC proposal for a Unitary Authority for Oxfordshire using the wording proposed by Mr Peter Clark, Chief Executive of OCC and Mr David Hill, Chief Executive of South Oxfordshire and Vale of White Horse District Councils.*

A named vote was requested.

For: Cllrs. Jay, Poskitt and Rasch

Against: Cllrs. Cooper, Grant, Parnes, P Redpath, Mrs T Redpath and Stokes

Abstain: Cllr. Collingwood and Yoxall

**The motion was lost**

Cllr. Mrs T Redpath proposed and Cllr.P Redpath seconded a motion that:

*The Acting Clerk writes a letter to Mr Peter Clark and Mr David Hill informing them that WTC does not support the Better Oxfordshire proposals.*

A named vote was again requested.

For: Cllrs Cooper, Grant, Parnes, Poskitt, P Redpath, Mrs T Redpath, Stokes and Yoxall

Against: Cllrs. Collingwood, Jay and Rasch

**RESOLVED that**

**The Acting Clerk writes a letter to Mr Peter Clark and Mr David Hill informing them that WTC does not support the Better Oxfordshire proposals.**

**WTC/300/16 COMMUNICATIONS:** The Mayor announced:

- No request had been received for an election for a person to fill the vacancy on WTC so the Council will co-opt a candidate. Notices will be put in the next edition of Woodstock & Bladon News and on all notice boards in the town with a request that nominations are submitted by 6 April 2017. Co-option could then take place at the April WTC meeting so the new Councillor should be in place by the May Annual Town Council meeting.
- The dinner for the visitors from Gränna was a success. Cllrs Grant and Poskitt were impressed by the lack of crockery and cutlery in the Town Hall for an event of this kind. The Town Hall is poorly equipped for anything more than teas, coffees and cold drinks. Additional china and cutlery is needed and a proposal might be put forward at the 2017/8 Budget Review.
- A provisional request has been received for a reception, probably after the morning service at St Mary Magdalene's on Sunday, for a choir from Blindheim on a reciprocal visit in 2018
- The deputy caretaker is on sick leave until the end of March.
- St Hugh of Lincoln Catholic Church has asked the Mayor to provide a letter of support for fund raising for their new hall.
- The Annual Town Meeting will be held on Tuesday 21 March in the Community Centre at 7.30pm. Mr Dominic Hare, Chief Executive Blenheim Palace, will address the meeting on Blenheim's plans for the future. Mr Dennis Allen will present details of the six month Cotswold Hare Trail and the hares in Woodstock No one would be available to address the meeting about Community Speedwatch.
- Robert Courts MP's PA had responded to the invitation from Council stating that the MP's diary was currently full up with visits and she would write later in the year suggesting possible dates when he could meet Councillors informally.

**WTC/301/16 QUESTIONS:** None.

**WTC/302/16 MOTIONS PRESENTED TO COUNCIL:** None

**WTC/303/16 PLANNING APPLICATIONS**

a) Ref. 17/00621/HHD 73 Oxford Street Woodstock- Conversion of loft to include dormers and roof lights plus new windows to side elevations.

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

b) Ref: 17/00709/HHD The Old Town House, 9 Park Street, Woodstock- Increase height of boundary wall.

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

b) Ref: 17/00712/LBC The Old Town House, 9 Park Street, Woodstock – Increase height of Boundary wall.

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

### **WTC/304/16 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

i) It was proposed by Cllr. Collingwood seconded by The Mayor *that the list of payments totalling £17,234.67 made in the month of February 2017 be received and accepted.*

**RESOLVED (*nem con*) that the list of payments totalling £17,234.67 made in the month of February 2017 be received and accepted.**

ii) The February bank reconciliation statement was received and noted.

iii) The summary and detailed Income and Expenditure statement for February 2017 was noted.

iv) The Projected Budget Outturn 2016/7 Report had been distributed. The Member Responsible for Finance explained that this report included projected income and expenditure up to the end of the year whereas the report he circulated as a response to a request at the February Town Council meeting concerned only expenditure up to 31 January 2017 and reconciled the actual expenditure with the budget for the ten month period. The Projected Budget Outturn 2016/7 Report was accepted.

### **WTC/305/16 EXCLUSION OF THE PUBLIC AND PRESS**

It was proposed by Cllr. Collingwood and seconded by The Mayor and

**RESOLVED (Unanimous) that in view of the nature of the business to be transacted the public and the press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act s1).**

Cllr P Redpath requested clarity in the disclosure of specified items of expenditure in December 2016 and Cllr Collingwood agreed to investigate, provide the information for him and adjust the layout of the March financial figures so that the items were more apparent in presentation of the accounts .

**Council went back into open session**

## **WTC/306/16 BUS TRANSPORT BETWEEN WOODSTOCK AND OXFORD PARKWAY**

A motion was proposed by Cllr. Yoxall and seconded by Cllr. Stokes that

*The Acting Town Clerk write to the managing directors of both the Oxford Bus Company and Stagecoach Oxford asking for the duplication of the service between Woodstock and Oxford Parkway to be resolved.*

It was noted that the service 7 gave an improved half-hourly evening service from Oxford to Woodstock with the last bus from Oxford at 0015hrs and also provided a popular service for Old Woodstock residents, which the 500 does not serve.

A named vote was requested.

For: Cllrs. Collingwood, Cooper, P Redpath, Mrs T Redpath, Stokes and Yoxall  
Against: Cllrs. Jay, Parnes, Poskitt and Rasch  
Abstaining: Cllr. Grant.

### **RESOLVED that**

**The Acting Town Clerk write to the managing directors of both the Oxford Bus Company and Stagecoach Oxford asking for the duplication of the service between Woodstock and Oxford Parkway to be resolved**

Councillor Collingwood left the meeting at this point

## **WTC/307/16 RISK ASSESSMENT**

The annual Risk Assessment 20/16/17 was received

**Resolved (unanimous) that the Risk Assessment for 2016/17 be adopted by the Council**

## **WTC/308/16 FREEDOM OF INFORMATION DOCUMENT**

The revised Freedom of Information Document was received and agreed

### **Resolved (unanimous)**

**The Council adopt the revised Freedom of information Document.**

## **WTC/309/16 THE OXFORDSHIRE AND MINERAL WASTE LOCAL PLAN**

The Council agreed to reaffirm their previous comments on this matter

**Action** The Acting Clerk would write to confirm this.

## **WTC/310/16 OXFORDSHIRE AIRPORT CONSULTATIVE COMMITTEE**

The minutes of the Airport Consultative Committee were received and noted.

Cllr S Parnes gave a short report.

Cllr P Jay spoke of his concern that the hedge had been removed along a stretch of the A44 dual carriageway alongside the airport and asked if it would be reinstated. Cllr Parnes said he would raise this issue at the next Airport Consultative Committee meeting

### **WTC/311/16 ENVIRONMENT COMMITTEE**

The Council noted that the meeting due on Tuesday 28<sup>th</sup> February had not taken place due to the number of apologies (largely due to illness) making the meeting unable to be quorate.

(a) The Bloom minutes were received and noted. The Mayor reported that the Council had received a request for a green bin licence be purchased for use in the Memorial Garden Hensington Road. A bin could be transferred from the Hensington Road cemetery to the Memorial Garden.

#### **Resolved (unanimous)**

**that the Council purchase a green bin licence at a cost of £30 for a green bin at the Memorial Garden in Hensington Road**

(b) The January/February report from Wychwood project was noted.

(c) The Bird Survey carried out by Wychwood Project was noted.

It was proposed by The Mayor, seconded by Cllr. Cooper and

**RESOLVED (Unanimous) that in view of the nature of the business to be transacted the public and the press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act s1).**

### **WTC/312/16 PROPERTY MATTERS**

The CMfP Cllr J Cooper presented his report

(a) Progress on 2 Market Street was discussed. It was agreed that Cllr Cooper would convey the Council's request to Carter Jonas

(b) Suite 1 Community Centre. The tenant had agreed the terms of the new lease as suggested by Carter Jonas

(c) The carpets in the Town Hall Assembly Room and kitchen and the hallway at the Community Centre would benefit from being professionally cleaned.

**Action** The Acting Clerk would obtain quotes to be presented at the next meeting

- (d) New Chairs: The chairs at the Town Hall needed replacing as they are becoming shabby and some were no longer usable. The chairs at the Community Centre could replace these particularly as the foot guards previously used with them were no longer available and the floor at the Community Centre was being damaged by scraping from the chairs. New chairs will be purchased for the Community Centre.

The Acting Clerk had researched suitable chairs for the Community Centre and their costs on the internet and had circulated Councillors with possible designs, colours and costs. Discussion followed and it was

**RESOLVED (unanimous) that 100 new chairs be purchased at the lowest cost. The choice of colour would be left to the Mayor and Cllr A Grant (Acting Clerk) to decide.**

#### **WTC/313/16 STAFF MATTERS**

(a) The Mayor gave an oral report on progress in the process of filling the Town Clerk position. Some applications have been received.

(b) The Caretaker to the Council has been covering for the Deputy Caretaker while he was on sick leave. Due to this she has not used up her holiday allocation and requested she be allowed to carry this over into the next financial year

**RESOLVED (unanimous)  
that the Caretaker carry her holiday allowance not taken for 2016/17 forward to 2107/18**

(c) The Acting Clerk reported that the small printer in her office needed replacing.

**RESOLVED (unanimous)  
That a new printer be purchased up to the maximum sum of £250.**

#### **WTC/314/16 GROUND MAINTENANCE/GRASS CUTTING CONTRACT**

The Council had received three quotes for the three year Ground Maintenance and Grass Cutting contract.

It was proposed by Cllr Cooper and seconded by Cllr Jay

*that contractor A be awarded the 3 year contract*

Vote: For 7 Against 0 Abstained 3

**RESOLVED that contractor A be awarded the 3 year contract**

**WTC/315/16 REVIEW OF COUNCIL GRIEVANCE PROCEDURE**

Cllr Yoxall presented a paper expressing his dissatisfaction with the current grievance procedure. .

Cllr Yoxall proposed seconded by Cllr P Redpath

*That WTC review its grievance procedure assisted by the HR consultant from OALC.*

**Resolved (unanimous)**

**That WTC review its grievance procedure assisted by the HR consultant from OALC.**

The meeting closed at 10pm

Signed.....Date.....