

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th JUNE 2017
At 7.30pm
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. Mrs T Redpath (Mayor)

Cllr. F Collingwood

Cllr. P Jay

Cllr. U Parkinson

Cllr. S Rasch

Cllr. A Grant (Deputy Mayor)

Cllr. J Cooper

Cllr. S Parnes

Cllr. E Poskitt

Cllr. P Redpath

ALSO IN ATTENDANCE: County Cllr Ian Hudspeth and several members of the public

WTC31/17 APOLOGIES FOR ABSENCE: Cllrs. E Stokes, B. Yoxall

WTC32/17 DECLARATIONS OF INTEREST:

Cllr P Jay **Item 8 Motions** presented to Council: *Motion 1* as he is Editor of the Woodstock and Bladon News.

Cllr. J Cooper: **Item 9. Planning.** General interest because he is a member of WODC.

Item 13b. s106 money. Chairman of the Youth Club

Item 16(v) Treasurer of Sustainable Woodstock

Item 18. Planning Consultant. WODC member

Cllr. A Grant: **Item 13b s106 money** Secretary of Youth Club

Cllr. E Poskitt **Item 9. Planning** On WODC Uplands Planning subcommittee

Item 13b. s106 money. Member of Sustainable Woodstock

Item 16(v) Member of Sustainable Woodstock

Item 18. Planning Consultant. WODC member

Cllr. S Rasch **Item 13 (b)** Member of Youth Club Committee

WTC33/17 MINUTES OF ANNUAL TOWN COUNCIL MEETING MAY 9TH 2017

WTC10/17 Calendar of meetings. Sentence before vote was taken: replace ... *Mayor and Town Clerk explore ...* with ...*Cllr Yoxall would explore.....* The resolution then reads....*that Cllr Yoxall would explore the possibilities for a Civic Service.*

The Mayor then signed the minutes

WTC34/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON May 9th 2017

The page numbering should begin at page 4 not page 3

WTC 19/17 Planning. Last line in (c) replace *no object* with *no objection*

WTC 20/17 Replace the sentence beginning '*Cllr Collingwood write to WODC ...*' with '*Cllr Collingwood agreed that WTC would stop paying for storage of the MUGA and WODC would be asked to deliver the MUGA back to the Town Hall as soon as possible*'.

WTC26/17 Correct *Cllr Hudspeth* to *Cllr Hudspeth*

The Mayor then signed the minutes.

WTC35/17 PUBLIC PARTICIPATION

Mr Colin Carritt spoke on behalf of Hilary Brown, Chairman of Sustainable Woodstock, about the plans to extend the Community Woodland into the field north of the woodland up to the Oxfordshire Way with a permitted footpath from the Oxfordshire Way through the woodland to the A44 and the town. Blenheim was very pleased with the success of the 2010/11 planting and was supportive of the idea of creating a community orchard and/or wildflower meadow in the area. As the land is owned by Blenheim and leased at no cost to Woodstock Town Council but maintained by Sustainable Woodstock, extension of the woodland would require an addition to the current lease between Blenheim and WTC. Mr Carritt hoped WTC would support this proposal for a positive community development

Matt Nicholson had intended to present at the meeting but was detained by work commitments. He asked that his email requesting linking his App promoting Woodstock to the Town Council webpages be considered. After discussion it was agreed that such a link could open the door to other requests which could create problems for the webpages and WTC supervision. Cllr Jay offered mutual promotion between this App and the Woodstock & Bladon news and the WTC newsletter could also draw attention to the existing App.

WTC36/17 COUNTY AND DISTRICT COUNCILLORS UPDATE

- **To receive the June report from Cllr Hudspeth.** Cllr Hudspeth commented only verbally as he had been too involved in the General Election to write anything this month. In response to a question about the review of the County Museum Services he stated that there was no update expected at the moment. In relation

to the re-organisation of local government in Oxfordshire he agreed that the matter was probably not high priority with the government at the moment and any decision was unlikely in the near future.

- **To receive the June report form the District Councillors.** In response to a question Cllr Cooper stated that the WODC Data Protection Policy had been presented to the Cabinet at their meeting the previous week and would be discussed at the July Cabinet meeting.

WTC37/17 COMMUNICATIONS

The Mayor welcomed Mrs Janine Saxton, the new Town Clerk, to her first WTC meeting. It was agreed she would assume the role of Responsible Financial Officer formally after item 10 as it seem appropriate that Cllr Collingwood who had been Acting Responsible Financial Officer should be responsible for signing off the accounts for 2016-17.

A card had been circulated for Cllrs to sign and send their good wishes to Cllr Yoxall who was not well and was currently undergoing medical investigations.

The Mayor's suggestion that Council spend £65 for the Clerk to attend an OALC course on the roles and responsibilities of Town Clerks was welcomed. However, Bethan Osborne of OALC had suggested that she could also offer training specifically directed to the needs of WTC and staff for £800 which with costs of travel would come to around £975. Council could discuss this in more detail at a future meeting.

The Carnival committee had requested use of the Mayor's Parlour for the whole day of Carnival. There were problem with this, although it had been past practice, as it was expected that a member of staff or Councillor would be present when the Parlour was in effect open to the public. In the past Town Hall keys had been passed around between involved persons and a staff member or Councillor has not been in the building all the time. The Mayor had discussed the matter with the Nicholas Tonks who was leading the Carnival committee and it had been agreed that the organisers would use the Town Hall foyer instead of the Parlour.

There was in invitation to Councillors to attend the Friendship lunch at Spencer Court on June 16th. The Mayor was unable to attend but hoped the Deputy Mayor would represent the Council.

There had been no applicants for the Deputy Caretaker/Handyperson position and it would be re-advertised without the handy person element as such a commitment might be discouraging to would-be applicants.

Due to refurbishments at St Mary Magdalene's church which would last until November, there would be no Civic Service this year. It was planned that the Church would be open again by Remembrance Sunday.

WTC38/17 QUESTIONS There were no questions.

WTC 39/17 MOTIONS PRESENTED TO COUNCIL

- Proposed by Cllr Collingwood and seconded by Cllr Rasch:-

Woodstock Town Council distributes copies of the September, October, November and December editions of Woodstock and Bladon News to the residents in the new Estate behind the Swimming Pool.

Cllr Collingwood considered that this procedure would cost Council around £500 and would help introduce new residents to activities within the town. Discussion centred on uncertainty about the value of favouring one particular part of the town since not all the residents of the new estate were new to the town and there were new residents elsewhere in the town.

For: 2 Against: 4 Abstentions: 3

As Editor of the W&B News, Cllr P Jay did not take part in the vote.

The motion fell.

- Proposed by Cllr S Parnes and seconded by Cllr Cooper:

Woodstock Town Council (WTC) congratulates the Woodstock Under Five Association (WUFA) on its achievements of significant enhancements and "vast improvements" as confirmed in the April Ofsted inspection results published in May. These include the 'Good' rating for "the quality and standards of the early years provision", and specified the 'Outstanding' rating for "Effectiveness of the leadership and management". Woodstock Town Council also recognizes the significance of WUFA's operation at its present location, which directly contributes to the importance, value and success of its services to the community.

Discussion was supportive. The vote was unanimous but a named vote was requested even so.

In favour: Cllrs Collingwood, Cooper, Grant, Jay, Parkinson, Parnes, Poskitt, P Redpath, Mrs T Redpath, Rasch

Against None. Abstaining None

RESOLVED:

Woodstock Town Council (WTC) congratulates the Woodstock Under Five Association (WUFA) on its achievements of significant enhancements and "vast improvements" as confirmed in the April Ofsted inspection results published in May. These include the 'Good' rating for "the quality and standards of the early years provision", and specified the 'Outstanding' rating for "Effectiveness of the leadership and management". Woodstock Town Council also recognizes the significance of WUFA's operation at its present location, which directly contributes to the importance, value and success of its services to the community.

- Proposed by Cllr S Parnes seconded by Cllr P Redpath:

Woodstock Town Council resolves to establish an official presence on Facebook to enable more accessible communication of its official information.

A variety of concerns about security, how the Facebook presence would be managed, how effective it would be at correcting inaccurate information about the Council of other Facebook sites. It was agreed not to take a final decision on the matter at this point but to agree the proposal in principle and to bring it back to Council at a later stage have explored the matter in greater detail.

For 4

Against 3

Abstaining 3

Woodstock Town Council resolves in principle to establish an official presence on Facebook to enable more accessible communication of its official information but needs to explore the matter further before making a final decision.

WTC40/17 PLANNING

- Council considered the following applications:
 - **Ref: APPLICATION NO: 17/01461/HHD 6 Market Place Woodstock**
Erection of first floor extension.

Agreed WTC has no objection to this application.

- **Ref: APPLICATION NO: 16/03896/HHD 6 Market Place Woodstock**
Erection of first floor extension.

Agreed WTC has no objection to this application.

- **Ref: APPLICATION NO: 17/01183/FUL 6 Shipton Road Woodstock**
Conversion of shop to create two ground floor flats together with associated works

Cllr Parnes proposed and Cllr Cooper seconded that WTC support the application.

On a vote being taken: For 3

Against 6

Abstaining 1

The motion was lost.

The Mayor proposed and Cllr P Redpath seconded that WTC object to the application on the grounds that the Council was opposed to the loss of retail facilities in the town

For 3

Against 6

Abstention 1

The motion was lost.

After further discussion it was agreed that WTC would offer
No objection to the application.

- **Ref: APPLICATION NO: 17/01192/HHD 18 New Road Woodstock**
Erection of two storey rear extension.
 - **Agreed WTC had no objection to the application**

- **Ref: APPLICATION NO: 17/01431/FUL3 Oxford Street Woodstock**
Change of use and incorporation of existing offices in to an established residential unit, together with external alterations
Agreed WTC has no objection to this application.

- **Ref: APPLICATION NO: 17/01453/HHD 126 Oxford Street Woodstock**
Alterations and erection of single storey rear extension.
Agreed WTC has no objection to this application.

- **Ref: APPLICATION NO: 17/01667/HHD Milverton 81 New Road Woodstock**
Erection of detached summerhouse.
Agreed WTC has no objection to this application.

- **Ref: APPLICATION NO: 17/01551/FUL 2 High Street Woodstock**
Conversion of part of shop to residential to serve existing dwelling, erection of rear extension and alterations to garage.
Agreed WTC has no objection to this application.

WTC41/17 FINANCIAL MATTERS

To receive the list of payments for May (enclosed)

Proposed by Cllr Collingwood and seconded by Cllr Cooper and agreed unanimously **that the list of payments totalling £30,980.47 made in the month of May 2017 be received and approved.**

- **Bank Reconciliation Statements**

The bank reconciliation statements for May 2017 were noted.

- **Summary and Detailed Income & Expenditure Statements**

The summary and detailed income & expenditure statements for May 2017 were received and noted.

- (iv) Internal controls completed in May :**

It was noted that the Bank reconciliation and Payroll controls had been completed in May and found satisfactory.

- (v) Annual Statement of Accounts Report and Annual Statement of Accounts.**

These were presented for approval by Cllr Collingwood and seconded by Cllr T Redpath.

Cllr P Redpath stated that he was not prepared to vote for items a-c and called for a named vote.

For: Cllrs Collingwood, Cooper, Jay, Parkinson, Parnes, Poskitt, Rasch, T Redpath

Against: Cllr P Redpath

Abstaining: Cllr Grant

The motion was carried.

Council therefore approved:

- **The Annual Governance Statement for the year ended 31st March 2017**
- **The statement of account for the year ended 31st March 2017**
- **The Annual Return for the year ended 31st March 2017**

Council also received and noted

- The internal auditor's report for the year ended 31st March 2017
- The slippage report for the year ended 31st March 2017
- The internal auditor's note to the effect that she would not be available to perform the internal audit in future years.

WTC42/17 SIGNATURES FOR UNITY TRUST BANK

It was agreed unanimously that the Mayor, Cllr T Redpath and the Deputy Mayor, Cllr A Grant, should be additional signatories for the Unity Trust bank account.

At this point Cllr Collingwood relinquished the position of Acting Responsible Financial Officer

The Mayor proposed and seconded by the Deputy Mayor that new Town Clerk – Janine Saxton be appointed as Responsible Financial Officer.

RESOLVED unanimously that the Town Clerk – Janine Saxton – be appointed as Responsible Financial Officer assumed the role

Cllr Cooper requested – with general approval – that the thanks of the Council to Cllr Collingwood for undertaking the role of Responsible Financial Officer since the departure of the previous Clerk in November 2016 should be formally recorded.

WTC43/17 OALC POLICY PROCEDURE DOCUMENTS

Council received and considered adoption of the following documents which had been circulated at the May meeting of WTC

(a) Dispute Resolution - A Guide for Oxfordshire Councils

This was agreed to be adopted.

(b) Member: Officer Protocol

The Mayor proposed that item 3.1a in the Member Officer Protocol should have individual Councillor added at the end so it read:

A commitment to the authority as a whole, and not to any political group/*individual councillor*

This was agreed without a vote.

Cllr P Jay then proposed and Cllr Cooper seconded

WTC does not have, nor has ever had, political groups or other causes of any kind, and has derived substantial benefit from the resulting openness and freshness of discussion and from the absence of party politics. Without seeking to bind future councils, the present council hope that this will continue and therefore considers that Section 4 of the paper shall until further notice be treated as moot.

On the vote being taken a named vote was requested:

For: Cllrs Cooper, Jay and Poskitt

Against: Cllrs Collingwood, Grant, Parkinson, Parnes, P Redpath, Rasch

Abstaining: The Mayor

The motion was therefore lost. However it was agreed that Section 4 of the Member Officer Protocol did not apply to WTC as the council stands at this moment time

(c) Terms of reference for the Staffing Committee and appointment of membership

In relation to forming a group to be responsible for staff matters, it was agreed that it could be called Staffing Panel rather than Committee as committees were currently in abeyance.

After discussion it was agreed that there should be five members of the Panel but in order to resolve disputes only three members would be called to take part. The Mayor and the Deputy Mayor could both be on the Panel but could not both be called to take part in a panel at the same time.

For: 9

Against: 1

Abstentions: None

Resolved:

That there should be five members of the Panel but to resolve any issue only three members would be called to take part. The Mayor and the Deputy Mayor could both be on the Staffing Panel but could not both be called to take part in a panel at the same time.

(d) Grievance and Procedure Policy:

Agreed *nem con*

(e) Dignity at Work Policy:

Agreed *nem con*

It was also agreed without a vote that these matters should be reviewed annually and should be incorporated into the Staff Manual and into Contracts of Employment.

WTC 44/17 S106 MONEY FROM 2ND PHASE OF MARLBOROUGH PLACE

WTC had been informed that Section 106 money available for Council to spend was £45,800. The case for funding for the new Youth Centre was presented with letters from Youth Club members.

Cllr Poskitt had presented a paper putting the case for design and purchase of quality information boards with maps for visitors to the Town and suggested three or four would be appropriate. She proposed and Cllr Grant seconded that

£5,800 was put towards such boards and £40,000 was put to construction of the new Youth Club.

Cllr Jay stated that he would not support any proposal for use of S106 money although he was supportive of the suggested usage as he strongly objected to the existence of S106 from developers.

The proposal was dealt within two parts.

That £5800 of the S106 money should be put towards information boards for the town

For: 7 Against: 1 Abstaining: 2

For: 9 Against: 1

RESOLVED

That £5800 of the S106 money should be put towards information boards for the town

That £40,000 of the S106 money goes towards the new Youth Club building.

For 9 Against 1

RESOLVED

That £40,000 of the S106 money goes towards the new Youth Club building.

WTC 45/17 TOWN COUNCIL OBJECTIVES

It was agreed this matter should be deferred in the absence of Cllr Yoxall

WTC 46/17 JOINT COMMITTEE FOR TOWN/PALACE DIALOGUE

It was agreed this matter should be deferred in the absence of Cllr Yoxall

WTC 47/17 ENVIRONMENT MATTERS

- Council Member for Environment. Several Cllrs had suggested that there should be a Cllr to whom the Clerk could liaise over environmental matters.

It was agreed that there should be a Council liaison member for environmental matters. (For: 6, Abstaining: 4)

Cllr Grant then proposed and Cllr Parnes seconded nomination of Cllr P Redpath as Council liaison for environmental matters. There being no other nomination Cllr P Redpath was duly elected Councillor liaison for environmental matters.

- A letter from a resident concerning the Lawn Cemetery had been circulated. It was suggested that the possibility of a sign to the effect 'please keep this cemetery tidy' should be explored further. The Clerk would write to the sender of the letter.
- The tree survey from the Wychwood Project had been circulated. It was agreed that the Clerk should get some quotations for the cost of implementing the actions recommended as high priority in the survey.
- Report from Wychwood Project for March, April, May. There was discussion over the request to deal with northern banks of the Glyme which were not in the ownership of WTC.
It was pointed out that Green Gym had done considerable work pulling balsam in the water-meadows and this should be acknowledged.
- Possible extension of Community Woodland to the north of Woodstock. The presentation by Colin Carritt and a paper by Cllr Poskitt and Hilary Brown chair of Sustainable Woodstock were discussed. There were concerns about responsibility for the trees but Sustainable Woodstock had insurance and WTC's role was to be signatories to the 80 year lease from Blenheim as WTC would seem to offer greater longevity than might be the case for Sustainable Woodstock. The Council acted as guarantor of last resort. The costs of an addendum to the lease would be borne by Sustainable Woodstock. It was proposed by Cllr Poskitt and seconded by Cllr Cooper that

WTC agreed in principle to act as guarantors for the land to the north of the Community Woodland up to the Oxfordshire Way/Akeman Street on behalf of Sustainable Woodstock and at no cost to the Council subject to inspection of the new lease.

For 8

Against 1

Abstaining 1

RESOLVED

WTC agreed in principle to act as guarantors for the land to the north of the Community Woodland up to the Oxfordshire Way/Akeman Street on behalf of Sustainable Woodstock and at no cost to the Council subject to inspection of the new lease

WTC 47/17 PROPERTY MATTERS

The report from Cllr Mrs A Grant was received and noted.

It was agreed that the estimate for various items of plumbing work in the Community Centre and in the Town Hall totaling £864inc Vat should be accepted.

In response to a letter from a resident, it was recognised that delays in getting a new tenant in number 2 Market Street were not due to delays on the part of the Council. The matter as in the hands of solicitors.

WTC 48/17 PLANNING CONSULTANT

Cllr Poskitt proposed and Cllr P Jay seconded that Council formally adopts Richard Anstis as the Council Planning Consultant in relation to Stage Three of the Local Plan Inspection.

The matter was agreed unanimously.

Resolved

that WTC adopts Richard Anstis as the Council Planning Consultant in relation to Stage Three of the Local Plan Inspection.

WTC 49/17 COUNCILLORS' EMAIL ADDRESSES

It was agreed that his matter should be deferred until after Council had discussed whether to change its IT provider

Cllr P Jay stated that in the event of Councillors having council email addresses he wished to opt out

At this point Cllr P Jay left the meeting.

Council then agreed to extend the meeting for a maximum of 15 minutes.

WTC 50/17 CONTRACTORS DISRUPTIVE USE OF RANDOLPH AVENUE INSTEAD OF HALU ROAD FOR CONSTRUCTION ACCESS

In the absence of a paper relating to this matter, the matter was not discussed.

WTC 51/17 COUNTRYFILE LIVE TRAFFIC MANAGEMENT PREPARATIONS AND COMPLIMENTARY TICKETS

In the absence of a paper relating to this matter, the matter was not discussed.

WTC 52/17 UNABATED DOG FOULING

In the absence of a paper relating to this matter, the matter was not discussed.

It was then proposed and resolved nem con 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).

WTC 53/17 CONFIDENTIAL PLANNING MATTERS

In relation to apparent change of use in a Council property it was agreed that the Clerk should write to the tenant indicating that change of use was planning matter and WODC planning should be notified

Cllr Collingwood left the meeting at this point.

WTC 54/17 APPOINTMENT OF PROFESSIONAL BODIES

In view of the time it was agreed to defer discussion of this matter to the next WTC meeting.

WTC 55/17 STAFF MATTERS

It was agreed this matter could be referred to the Staffing Panel

The meeting closed at 22.45h