

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 10th OCTOBER 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. P Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr. S Parnes
Cllr. P Redpath
Cllr B Yoxall

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

Before the Mayor opened the meeting she informed the Council of the passing of a former Town Clerk Mrs Marian Moxon and asked for a one minute silence to be held in respect for her.

WTC122/17 APOLOGIES FOR ABSENCE: Cllrs U Parkinson and E Stokes.

WTC123/17 DECLARATIONS OF INTEREST:

Cllr J Cooper	Item 10 Planning General interest as he is a member of WODC
Cllr E Poskitt	Item 10 Planning General interest because she is a member of WODC Uplands Planning Sub-Committee
Cllr B Yoxall	Item 13(ii) Property Matters He is personally known to former tenant of 8 Park Street and a tenant at 6 Park Street
Cllr P Jay	Item 13(ii) Property Matters The tenant at 4 Market Street is a personal friend

WTC124/17 PUBLIC PARTICIPATION SESSION

None

WTC125/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 12th SEPTEMBER 2017

The minutes were approved with the following agreed amendments:-

WTC89/17	Correct the spelling of the surname 'Rash' to 'Rasch'.
WTC95/17	(i) first line, remove 'this area' and replace with 'West Oxfordshire' and second line, remove 'country' and replace with 'UK'. (v) remove the word 'tomorrow' and replace with 'on'. Remove brackets from 'Wednesday 13 th September'. Correct the spelling of the word 'their' to 'there'.

- WTC97/17 Line eleven, add an apostrophe into 'its' to read 'it's' and correct the spelling of the word 'publically' to 'publicly'. Line fifteen, remove the words 'Town Mayor' and replace with 'Council'.
- WTC100/17 Fourth paragraph, correct the spelling of the word 'loan' to 'lone'.
- WTC102/17 Add background to the proposal by adding 'As WODC had refused the application for allocating £5,800 toward Information Boards with the town,' before 'Cllr Yoxall....'.
- WTC104/17 Remove the words 'professional advice' from the first line and replace with 'guidance'.
- WTC107/17 Delete 'WTC agreed to submit the response prepared by Cllr B Yoxall as Councillors feedback relating to the above event' and replace with 'Cllr B Yoxall proposed to submit his response as Council feedback relating to the above event which was seconded by Cllr Stokes. Cllr Parnes requested a named vote. Vote: For: 10 Cllrs T Redpath, A Grant, J Cooper, P Jay, U Parkinson, P Redpath, E Poskitt & B Yoxall, Against: 1 Cllr S Parnes, Abstaining: 1 Cllr F Collingwood. **RESOLVED:** WTC agreed to submit the response as Councils feedback relating to the above event.'
- WTC110/17 (i) line two, remove the word 'at and replace with the words 'with all due' between 'terminate' and 'speed'. Added 'Cllr J Cooper called for a named vote.' above the actual vote.

WTC126/17 MINUTES OF THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD ON 3rd OCTOBER 2017

The minutes were approved with the following agreed amendments:-

- WTC114/17 The word 'interest' was added between pecuniary and due.
- WTC116/17 Line 13, correct the spelling of the word 'favor' to read 'favour'.
- WTC117/17 Add the surname 'Bratley' after Suzanne in first line to give her full name.
- WTC118/17 First line amend the word 'an' to 'a' and then add the word 'prejudicial' before the word 'interest'. Line four of second paragraph delete to letters 'ed' from the word so it reads correctly 'concern'.
- WTC119/17 Correct spelling of the word 'DEVELOPING' to read 'DEVELOPING' in the title.
- WTC121/17 First paragraph, line one add the words 'from a report' between 'submitted' and 'by' Line two replace the words 'in which' with 'to delete'. Line four delete the words 'be removed' after the word 'expenses'. Line five remove '/' and replace with the word 'and'. Delete 'WTC agree to explore/develop the proposal, although further discussion is required which should be led by Cllr Parnes' and replace with 'Woodstock Town Council resolves to explore and develop the Woodstock Initiative of Parish and Town Council Outreach whereby all WTC Members are invited to volunteer their time on one occasion within the remainder of the municipal to year, to visit a nearby parish/town council meeting and coordinate to speak in the public participation segment to introduce local issues and offerings of Woodstock, invite reciprocal feedback, visits and contacts via the Town Hall, observe proceedings and report back to the Town Council on the experience and any issues of interest. At the end of the municipal year the outcome is to be evaluated, for consideration of the results and experiences, as well as whether the Initiative should be extended or modified.

WTC127/17 REPORT FROM TOWN CLERK:

A written report providing an update on matters outstanding or updates for Council.

Cllr Parnes reported he had been in touch with a new banking company and they would be interested in considering opening a branch if and when suitable premises became available within the town.

A number of matters required Council agreement as listed below:-

- Council agreed to invite a representative from Barclays Bank to the November meeting.
- Council agreed the renewal of the stair lift contract for 3 years with company who installed the lift.
- Council agreed for the Freeth Client Contract to be signed and returned.
- Council agreed the appointment of the Deputy Caretaker.
- Council agreed for the Clerk to attend the Minutes and Meetings course in December
- Council agreed that Botanicare be given the contract to place the Christmas lights in the town trees including the trees on the town triangle of the A44 for this year.

WTC128/17 COUNTY AND DISTRICT COUNCILLORS UPDATE

- (i) CClr Hudspeth's report was received. Cllr Yoxall proposed and seconded by Cllr Collingwood to send a letter to CClr Hudspeth and Martin Sutton at Stagecoach to thank them for their support and hard work in improving the bus services in Woodstock.

Cllr Parnes raised the unsolved issues relating to the electronic bus information still being incorrect and also the lamppost/street light repair in Bens Close not being completed. He also advised that residents are requesting more street lighting in the area. CClr Hudspeth agreed that an inspector would conduct a site visit and assess the need for additional lighting.

Cllr Collingwood asked if there were any documents in the public domain relating to the Housing Infrastructure Bid. Cllr T Redpath enquired as to the location of park and ride bus service.

- (ii) To receive the October report from District Cllrs J Cooper & E Poskitt
Cllr Yoxall raised his motion relating to Item 18 on the agenda. It was agreed to discuss all parking issues within Item 18. Cllr P Redpath raised a question relating to Publica and how the staff in the Planning office will be incorporated into the new organisational structure. Cllr Cooper responded with a brief overview of the Publica contractual and working practices for both existing and new staff who will be working for them.

WTC129/17 COMMUNICATIONS:

- (i) Reminder that the Remembrance Service will be held on Sunday 12th November
- (ii) The specialist consultant's final reports had been submitted and email confirmation of receipt received.
- (iii) All Councillors and Office Staff have now received a copy of policy documents for reference.

WTC130/17 QUESTIONS

To receive the following Question from Cllr Parnes:

“Will the Mayor write to all Town Centre trading establishments to apologise for any offence or misunderstanding arising from the content and delivery of the “NOTICE TO ALL TOWN CENTRE TRADERS” dated 19th September 2017 which referred to employees “taking up valuable [parking] space for extended periods”; and, will the Mayor clarify in such follow-up that: (a) any Town Hall staff involved were only acting upon elected Members’ Resolution; (b) printed draft content was not circulated to elected Members prior to voting; and (c) in hindsight it is appreciated that the document could have been drafted as a letter and not labelled a “Notice”, and should have been provided in an envelope addressed to respective managers/proprietors at first instance to avoid it being handed to employees directly?”

The Mayor made the following statement in response to this question:

“I am not prepared to write to all Town Centre trading establishments apologising for any offence or misunderstanding related to the leaflets delivered to them.

The Town Council has recently been unfairly accused by some (only) traders of being the cause of the down turn in retail within the centre with much of the blame laid at the fact that there is insufficient parking in the town and complaints that the Town Council has done nothing to help.

It has been noted that a number of employees from local businesses take up valuable space thus limiting the number of spaces available for visitors.

One thing that the Town Council could do to help the situation is to draw this to the attention of traders with a request that employees are asked not to park in the centre. A legitimate proposal was put to the Town Council and it was agreed that the notice would be drafted by Cllr Brian Yoxall with gentler wording and despatched following consultation with myself. In the event, the Deputy Mayor and I both looked at Brian’s second draft and made some amendments.

The result was to the point and quite clear in its message. It was duly delivered to establishments in accord with the Council resolution.

Only one complaint has been lodged in the Town Hall to which I sent a speedy polite and explanatory response and have had no further feedback. Interestingly that complainant was someone who effectively alleged that her staff had a right to park in town. This is the only occasion of a formal recorded offence to the leaflet.

Moreover, at least one local trader has reported back that the traders complaining about lack of parking should be looking at where their own staff are parking.

No one was forced to make any changes but hopefully the leaflet will have made some think about what they could do to help.

I would also draw your attention to the response from Brian’s request for action received from the WODC Councillor (Carol Reynolds) with responsibility for parking and unaware of the leafleting that had already taken place. I quote “the Town Council may like to approach businesses in the town and encourage them to think about the way they are parking and the impact it has on business”.

WTC131/17 MOTIONS PRESENTED TO THE COUNCIL:

It was proposed by Cllr T Redpath and seconded by Cllr P Redpath to consider Cllr Parnes' motion under agenda item 18 'Woodstock Town Centre Car Parking Issues'.

Cllr S Parnes requested a named vote.

VOTE: For: Cllrs T Redpath, P Redpath, P Jay, E Poskitt, B Yoxall and S Rasch
 Against: Cllrs S Parnes and J Cooper
 Abstained: Cllrs A Grant and F Collingwood

RESOLVED: To consider under agenda item 18.

WTC132/17 PLANNING

Council considered the following applications:

- Ref: APPLICATION NO: 17/02350/HHD Coach House Woodstock House Rectory Lane, Woodstock
Renovation, repair and improvements to the existing residential building.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02541/LBC Woodstock House, Rectory Lane, Woodstock
Internal and external alterations to convert care home to dwelling, conversion of stables to storage internal alterations to staff accommodation.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02984/HHD 7 New Road, Woodstock
Erection of rear single and two storey extensions, insertion of dormer window and remodel existing dormer window to front elevation.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02667/FUL Land North Of Woodstock Lodge, Blenheim Park, Woodstock
Extension to proposed veranda, provision of additional parking area and a covered cycle shelter (Part Retrospective).
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02775/HHD 9 Oxford Road Woodstock
Removal of an existing timber clad shed and erection of an English Heritage oak framed double car port with cedar shingle roof
RESOLVED: WTC has no objection to this application

PLANNING APPLICATION APPEAL

To receive and consider the following planning application appeal:

- Ref: APPLICATION NO: 17/00675/FUL 16B Market Place, Woodstock
Two new additional dormer windows to consented residential scheme
RESOLVED: WTC to submit the same comments as at the meeting of 25th April 2017.

WTC133/17 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2017

The items

- (i) Payments for September
WTC unanimously agreed to approve the payments totalling £24,483.35 made in the month of September 2017.
- (ii) Bank Reconciliation Statements
The bank reconciliation statements for September 2017 were noted without comment.
- (iii) Summary and Detailed Income & Expenditure Statements
The summary and detailed income & expenditure statements for September 2017 were noted with agreement that the Clerk would circulate responses to the questions Cllr Collingwood raised via email after consulting with the Finance Assistant.
RESOLVED: Responses to the questions raised were provided by the Finance Assistant and forwarded to all Councillors via email at 1.05pm on Wednesday 11th October 2017
- iv) Appointment of new Internal Auditor
Cllrs Collingwood and Jay recommended the appointment of Arrow Accounting to carry out internal audits for Woodstock Town Council for the current financial year which was seconded by Cllr Cooper.
RESOLVED: WTC agreed by unanimous vote to the appointment of Arrow Accounting.
- (v) External Auditor
 - The External Auditors Approval of Annual Return – March 2017 was accepted.
 - Town Clerk confirmed that the issue arising from the External Auditors report related to the lack of the Internal Auditors report. The Finance Assistant had not submitted this as there was no recommended action. A copy of the Internal Auditors Report has now been sent to the External Auditor
 - Cllr Collingwood made a personal statement advising that he was unaware of the queries received by the Town Clerk from the External Auditor and he did not mislead the Council on this matter. The Town Clerk provided an explanation as to why Councillors (including Cllr Collingwood CMfF) were not informed of the queries at the time they were received and response from the Finance Assistant to the External Auditor.

WTC134/17 REVIEW OF SERVICE PROVISION

Within the 'Review Of Services' report Cllr Grant proposed the following motion which was seconded by Cllr T Redpath:-

"WTC serve the current property agent 6 months' notice (in accordance with the signed agreement) where upon they, together with at least 2 other Property Agents are invited to submit a tender for consideration."

VOTE: For: 9 Against: 1

RESOLVED: motion carried.

The Town Clerk advised that the review of service provision will hopefully be investigated and progressed in the coming months with a view to ensuring Woodstock Town Council are receiving best value from all providers.

WTC135/17 REVIEW OF SUSPENSION OF COMMITTEES

Cllr T Redpath proposed and Cllr Yoxall seconded to continue the suspension of Committees and review again in May 2018.

VOTE: For 8 Against: 1 Abstain: 1

RESOLVED: WTC agreed to continue the suspension of Committees as outlined above. Cllr Collingwood expressed his reservations which were discussed and noted.

WTC136/17 ROLES AND RESPONSIBILITIES OF THE TOWN COUNCIL

The Mayor encouraged Councillors who made notes at the training session to add them to her comments in red enabling WTC to have a working document that can be utilised. From the training document in Session 2 item 2.1 bullet point 4 was highlighted as was the question raised relating to seconding a motion for which OALC provided a response. A lengthy debate followed. Cllr Cooper requested that clarification be sought from OALC as to which Act covers the requirement for a motion to be seconded and investigated further.

Cllr Parnes proposed a motion which was seconded by Cllr J Cooper

“to resend the query relating to decision making outside of properly convened council meetings back to OALC for a professional body response.”

VOTE: For: 5 Against: 4 Abstaining: 1

RESOLVED: The motion was carried.

WTC137/17 REVISED STAGECOACH BUS SERVICE TO/FROM OXFORD AND WITNEY/BURFORD

Cllr Collingwood pointed out that 233 service was not being used much and expressed concern that if it is not used then there is a risk of losing it. Cllr Collingwood requested that Cllr Jay reported this in the Woodstock & Bladon News.

Cllr Parnes reported he had written to Stagecoach to request they consider putting Wi-Fi in their buses to attract more use and had received a favourable response.

WTC138/17 OXFORD AIRPORT CONSULTATIVE COMMITTEE

The report from Cllr Parnes was noted.

WTC139/17 WOODSTOCK TOWN CENTRE CAR PARKING ISSUES

The Mayor confirmed that the report submitted by Cllr Yoxall would be considered first, followed by Cllr Parnes' motion. After Cllr Yoxall presented his report the Mayor proposed splitting Cllr Yoxall's

motion in two parts. Cllr Yoxall agreed.

The first part of the motion proposed by Cllr Yoxall and seconded by Cllr Jay:-

“That WTC considers the option of a charging regime in the town centre along the lines suggested in the report, and also a residents’ parking scheme as previously outlined.”

Cllr Parnes had submitted a contradictory motion. After a lengthy discussion Cllr Jay proposed the Council should take a vote on which motion would be considered first.

VOTE: For: 6 Against: 2 Abstaining: 2

RESOLVED: To take Cllr Parnes motion first.

Cllr Parnes proposed the following motion which was seconded by Cllr Cooper:-

Charges on Public Parking

“Woodstock Town Council reaffirms its policy of opposition to car parking charges on public spaces in the Town, as previously determined in November 2016 (within Minute WTC/202/16) when the Town Council determined by a ratio of nearly 2:1 that the Council does not support the notion of WODC “charge for parking in heavily parked areas”.

Cllr Jay requested a named vote.

VOTE: For: Cllrs T Redpath, A Grant, P Redpath, F Collingwood, S Parnes, S Rasch E Poskitt and J Cooper

Against: Cllrs P Jay and B Yoxall

RESOLVED: The motion was carried and therefore the first part of Cllr Yoxalls’ motion was not voted on.

The second part of the motion proposed by Cllr Yoxall and seconded by Cllr Collingwood:-

“that WODC should be requested to invite Oxfordshire County Council and Blenheim to consider some sort of joint venture for delivering extra car parking capacity as Blenheim own the police station site and the County Council own the land on the periphery of that site. ”

VOTE: For: 5 Against: 5

RESOLVED: The Mayor held the casting vote and used her vote for the motion to be carried.

Cllr Poskitt left the meeting at this point. Time 9.40pm

WTC140/17 EXTRAORDINARY TOWN COUNCIL MEETING STRUCTURE

There had been some concern over the Council Standing Orders not defining the procedure for an Extra Ordinary meeting. The Mayor thought the Standing Orders needed to be reviewed.

Cllr Collingwood expressed that he felt there were more important items that needed reviewing first. He proposed that the employment contracts for staff as the current ones are extremely out of date.

The Mayor requested that the advice from the Monitoring Officer and OALC distinguishing the difference between an extraordinary meeting called for a specific purpose and an extra-ordinary meeting which would deal with standard issues, particularly ones remaining from an ordinary meeting that had run out of time should be noted.

RESOLVED: Council agreed that the employment contracts for staff will be looked at by the Staffing Panel at their next meeting. The Clerk will email to find a suitable date for this meeting.

WTC141/17 DEVELOPING A COMMUNITY PLAN

Cllr Yoxall amended the document as requested at the previous Town Council meeting. After some discussion it was proposed that a copy of the Community Plan Paper prepared by Cllr Yoxall would be placed on the chairs for attendees at the Town Meeting on 17th October to consider and discuss. Cllr Parnes was asked to feed in the information from his report on the Witney Vision Experience with a view to adopting some of the recommendations presented at a later date.

VOTE: For: 4 Against: 4 Abstaining: 1

RESOLVED: It was agreed by the Mayor's casting vote that the document would be distributed at the Town Meeting.

WTC142/17 NAMING OF NEW DEVELOPMENT

To address the new development of three new houses on the site of the former Long Close, Oxford Road in Woodstock as 1 – 3 Long Close, Oxford Road, Woodstock, OX20 (TBC by Royal Mail).

RESOLVED: WTC agreed to name the new development 1 – 3 Long Close.

WTC143/17 REPORT ON WITNEY VISION EXPERIENCE

Cllr Parnes gave an overview of the Witney Vision Experience during the discussion held on 'Developing A Community Plan' with a view to WTC adopting some of the recommendations presented at a later date.

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).

WTC144/17 PROPERTY MATTERS

The Town Clerk will respond to the request from BNP (Banque Nationale de Paris) Paribas Real Estate who have requested a copy of the Insurance details for the Post Office.

From the quotes received, Council agreed that the quote from 'Company A' should be accepted for fitting the new water heater in the bar area of the Community Centre at the cost of £769.95 excluding VAT

Council agreed that as Thermalec fitted the central heating when the Community Centre was refurbished in 2012 they should now complete the heating system in the upstairs offices at a cost of £2717.41 ex VAT.

6 Park Street

The Council agreed to go ahead with the action recommended by Carter Jonas and Freeth with costs capped at £4000.

2 Market Street

The council agreed that the Town Clerk should write to Freeth Solicitors to obtain advice on the current situation.

The meeting closed at 22.30hrs