

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th SEPTEMBER 2017
At 7.30pm
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. Mrs T Redpath (Mayor)

Cllr. F Collingwood

Cllr. P Jay

Cllr. S Parnes

Cllr. P Redpath

Cllr B Yoxall

Cllr. A Grant (Deputy Mayor)

Cllr. J Cooper

Cllr. U Parkinson

Cllr. E Poskitt

Cllr. E Stokes

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

WTC89/17 APOLOGIES FOR ABSENCE: Cllr S Rasch who will be arriving later due to having to attend another meeting.

WTC90/17 DECLARATIONS OF INTEREST:

Cllr J Cooper	Item 10 Planning General interest as he is a member of WODC
	Item 13 S106 Contribution Member of Youth Club Committee
Cllr E Poskitt	Item 10 Planning General interest because she is a member of WODC Uplands Planning Sub-Committee
Cllr B Yoxall	Item 21 Property Matters He is personally known to previous tenant of 8 Park Street and tenant at 6 Park Street
Cllr A Grant	Item 13 S106 Contribution Secretary of Youth Club Committee
Cllr S Rasch	Item 13 S106 Contribution Member of Youth Club Committee
Cllr S Parnes	Item 13 S106 Contribution His wife is Chair of Youth Club Committee

WTC91/17 PUBLIC PARTICIPATION SESSION

Mrs Jenny Edwards spoke about her concern with the upkeep of the Lawn Cemetery not being of a good standard, particularly the central area under the tree and the debris/litter left by the bench both of which have caused her much distress.

The Town Clerk explained that our Grass Cutting Company had ceased to trade and had sold on the contract to another company. There had been a long gap without the grass being cut but the new contractor had now cut the Lawn Cemetery. A plan is in place to deal with the central area and a notice of Cemetery regulations will be erected to encourage visitors to dispose of their rubbish in the bins provided shortly. As WTC have been without a Deputy Caretaker for some time, the regular check of the Lawn Cemetery they would undertake has not been completed.

Cllr Stokes also suggested that it would be appropriate to have a similar notice erected at the Hensington Road Cemetery for consistency.

WTC92/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 11th JULY 2017

The minutes were approved with the following agreed amendments:-

- WTC59/17 Second sentence the words 'in a' were inserted between 'provided' and 'paper'.
- WTC61/17 iii Fourth line add '18th' after Tuesday for clarity. Line six replace 'and' with 'to'.
- WTC68/17 third paragraph second line, correct the spelling of the word 'Popular' to 'Poplar'. Fourth paragraph first line, correct the spelling of the word 'grills' with 'grille'.
- WTC69/17 fourth line of first paragraph add the letter 'd' to word 'complete' so it reads correctly as 'completed'.
- WTC69/17 add Cllr E Stokes as seconder to the motion.
- WTC 72/17 Second line delete sentence starting with 'Cllr Parnes and end with May 2016. Replace with 'Cllr Parnes expressed a personal interest as the victim of a data protection breach for which WTC had confirmed its responsibility. He had also been unable to find a minute agreeing a Data Protection policy for WTC and he believed that WTC was not competent in this area for which an enhanced procedure was to be brought in in a few months. He recommended that the Council seek professional guidance.' Second paragraph add 'Cllr' in front of the name 'Toby Morris'.
- WTC 74/17 After a lengthy debate it was agreed to amend the wording of the first paragraph is replaced with 'Cllr S Parnes presented his previously circulated report on this issue to the meeting. The accompanying suggested motion was not formally presented to the Council and was therefore not seconded.'
- WTC 79/17 Add the words 'and the Mayor' to the end of the sentence and removed the word enclosed in brackets

WTC93/17 MINUTES OF THE EXTRA ORDINARY MEETING OF THE TOWN COUNCIL HELD ON 25th JULY 2017

The minutes were approved with the following agreed amendments:-

- WTC 81/17 Correct the spelling of the name 'Copper' to read 'Cooper'.
- WTC85/17 Eleventh paragraph second line, delete the words 'have to replace' and replace with the words 'be replaced'. Paragraph twenty four, delete the word 'the' and replace with 'on'.

WTC93/17 MINUTES OF THE STAFFING PANEL MEETING OF THE TOWN COUNCIL HELD ON 27th JULY 2017

The minutes were noted.

WTC94/17 COUNTY AND DISTRICT COUNCILLORS UPDATE:

- (i) To receive the August report from Cllr I Hudspeth
There were no questions.
- (ii) To receive the September report from Cllr I Hudspeth
CCllr Hudspeth responded to the questions raised by Cllr Poskitt relating to the Carillion contract and Swailcliffe Barn, the questions from Cllr Parnes relating to the Unitary Council and the enhancements to the Stagecoach 233 bus service and the question from Cllr Collingwood relating to the Cotswold Line rail service.
- (iii) To receive the June report from District Cllrs J Cooper & E Poskitt
There were no questions.

WTC95/17 COMMUNICATIONS:

- (i) It had been in the press that West Oxfordshire was the 3rd best place for younger women to live in the UK, older women were better off living in South Oxford.
- (ii) The funding appeal flyer was ready to be printed and an email would go to all Councillors requesting help with distribution.
- (iii) A Town meeting was scheduled for 17th October 2017 for Blenheim to discuss their 10 point plan and WTC will use the opportunity to give an update on the current development plan. Cllr Parnes suggested informing our neighboring councils of the meeting and invite them to attend.
- (iv) Later in the meeting we have a paper concerning the employment of consultants. Bob Hindhaugh (Highways consultant) due to other commitments was unable to attend tonight's meeting but it was suggested we would need an ETC so he could come and talk to us.
- (v) The training session is being held on Wednesday 13th September. Despite there being a set structure to the day, there will be an opportunity for Councillors to raise questions/subjects during the day.

WTC96/17 QUESTIONS

There were no questions.

WTC97/17 MOTIONS PRESENTED TO THE COUNCIL:

- a) **Closure of Barclays Bank in Woodstock**
Proposed by Cllr J Cooper seconded by Cllr E Poskitt:
"WTC resolves to
express its grave disappointment
 - *At the planned closure of Barclays Bank, Woodstock branch*
 - *At the bank's lack of consultation with the Town council and local community over this matter****and asks***
 - *Why no promotional work was conducted on behalf of the branch to attempt to save this institution*

- *That Barclays P.L.C. reaffirm it's undertaking to provide a publicly accessible automated teller machine and works with the town on this matter*

and requests that

- *even at this late stage, the bank reviews the situation in discussion with the Council..*

Supporting statement:

Barclays Bank has been the premier bank facility in our community for many years with a crucial role in the business and personal affairs of the town. It has not only provided the town and a larger hinterland with a vital commercial asset for the business network but has provided valuable jobs in the community as well.

The Mayor requested an amendment to the fifth bullet point of the motion to read the 'Council' and not The Mayor. This was agreed.

RESOLVED: The motion was carried by unanimously

b) Weight limit on A361 at Burford

Proposed by Cllr B Yoxall and seconded by Cllr P Jay

"There is no evidence of a detailed origin/destination survey on the offending HGVs without which it is impossible to gain a clear understanding of the true effect of displacement vehicles. The matter is far more complex than reacting to issues affecting a single community.

WTC objects to the Burford Town Council proposal to impose a weight limit on the A361 bridge over the River Windrush in Burford on the grounds that the resultant diversion of HGV traffic onto the A44 would adversely affect other communities including Woodstock, Enstone and Chipping Norton in Oxfordshire, Bourton-on-the Hill and Moreton-in-Marsh in Gloucestershire whereas the current proposal would benefit Burford alone.

The Town Council is concerned that previous discussions between Oxfordshire County Council and A44A representatives (representing all afore mentioned communities) and the consequential promises made by the County Council for Lorry routes are being ignored whilst the County Council is looking at the Burford Situation in isolation.

From the Woodstock point of view, the A44 through Woodstock is especially hazardous for heavy vehicular traffic because the width of the carriageway is narrowly constricted at two points in the town - at the northern end of the Causeway and just south of the junction with Farm End. The pavements are very restricted at these points on this regular walking route between Old Woodstock and the town centre, and are a distinct safety hazard for young mothers with prams."

Cllr Parnes requested his vote be a named individual vote.

Vote: For: 10 Against: 1 (Cllr S Parnes)

RESOLVED: The motion was carried

c) Extreme Road Congestion

Proposed by Cllr S Parnes

*“Woodstock Town Council RESOLVES:
The Town Council, CONCERNED about reports of extreme road congestion and other traffic disruptions around times of Palace event-related activities in the short period after the Countryfile Live 2017 event, including on September 3rd when Oxford Bus Company curtailed its 500 service to Woodstock due to traffic and traffic queues reportedly reached Yarnton, CALLS UPON Blenheim Palace and the Highway Authority to implement more effective event planning and traffic mitigation, and to offer a public gesture to residents and visitors for the inconveniences caused”.*

This motion was not seconded and no discussion therefore held.

d) Lack of response from recipients to communication from WTC relating to use of Randolph Avenue by haulage vehicles

Proposed by Cllr S Parnes and seconded by Cllr U Parkinson

*“Woodstock Town Council RESOLVES:
The Town Council, DISAPPOINTED in lack of response to the Council’s email dispatched 21st July to local authority and contractor representatives in relation to disruptive use of Randolph Avenue for construction access, and BEING AWARE of further concerns of perceived dangerous driving and highway damage on Randolph Avenue, AFFIRMS (again) that the Town Council’s concern about hazards of construction-related lorries passing through Randolph Avenue which is a narrow shared surface public highway, and calls upon the Planning Authorities at West Oxfordshire District Council and Cherwell District Council to take immediate enforcement action, AND FURTHER REQUESTS the previous recipients’ response and additional attention to Marlborough Place residents’ concerns of road safety and highway damage at Randolph Avenue.”*

Vote: For: 4 (Cllrs S Parnes, U Parkinson, T Redpath & P Redpath)
Against: 6 (Cllrs B Yoxall, E Stokes, F Collingwood, P Jay, J Cooper & E Poskitt)
Abstained: Cllr A Grant

RESOLVED: The motion was lost

a) Street Lighting in Bens Close

Proposed by Cllr S Parnes:

*“Woodstock Town Council RESOLVES:
The Town Council, DISAPPOINTED that (a) until mid-August the County Council’s Street Lighting Department was unaware Bens Close is an adopted road maintainable at public expense, thereby causing undue frustration to residents seeking to report a then-dangerously damaged street light at the T-junction within the development, and (b) having made the fixture itself safe, it is still not operational, SEEKS priority completion of repair of the only street light at Bens Close.”*

This motion was not seconded and no discussion therefore held.

WTC98/17 PLANNING CONSULTANCY

The Mayor presented a report which provided updated information relating to the appointment of specialist Heritage and Highway Consultants and addressed the confidential personal circumstances that will prevent our other consultant providing a response to the Cherwell District Council Partial Review. It also gave details of a lawyer recommended to submit the letter of intent on behalf of Woodstock Town Council. In summary WTC is asked:

- a/ To confirm the appointment of Graham Keevill as Heritage Assessor at a cost not exceeding £3,800 + vat (though hopefully iro of £2,800 + vat)
- b/ To confirm the appointment of Nicholas Kingsley-Smith to write letter of intent to WODC at a cost not exceeding £1,300 + vat
- c/ To confirm the appointment of Bob Hindhaugh to act as Highway consultant for Woodstock.
- d/ To consider the appointment of Suzanne Bratley to provide a Council response to the Cherwell District Council Partial Review consultation. Total cost for c & d not exceeding £4,000.
- e/ To nominate a small working group of members to meet with Bob and Suzanne in the afternoon of Thursday 14th September.

RESOLVED: WTC voted unanimously in favour of proceeding with the above appointments and proposals.

WTC99/17 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: 17/02351/LBC 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: 17/02366/HHD Woodstock House Rectory Lane Woodstock
Garaging (with basement) within residential curtilage of existing Cottage/Coach House and restoration of gardeners office/bothy building.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02367/LBC Woodstock House Rectory Lane Woodstock
Internal and external alterations.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02389/HHD Merry Piece Oxford Road, Woodstock
Two storey front and rear extensions. Single storey side and rear extensions.
RESOLVED: WTC object to this application under B10 (extensions that are exclusively large). Any alterations must be in keeping with the surrounding row of houses. The pool room machinery could spoil the quiet enjoyment of the close neighbours

- Ref: APPLICATION NO: 17/02385/HHD 16 Hill Rise, Woodstock
Erection of rear extension and alterations to dwelling.(Retrospective) (Amendments to application 14/01489/HHD)
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02464/LBC 12 High Street Woodstock
Replace existing casement window located on first floor at rear of house with a traditional wooden sash window.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02433/HHD 2 New Road Woodstock
Erection of single and two storey rear extensions.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02560/HHD 18 Mavor Close Woodstock
Erection of two storey side extension.
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02669/LBC Fox House 30 Oxford Street Woodstock
Installation of lift
RESOLVED: WTC has no objection to this application
- Ref: APPLICATION NO: 17/02705/HHD 18 New Road Woodstock
Side and rear two storey extension
RESOLVED: WTC has no objection to this application

Cllr S Rasch arrived at this point of the meeting – 9pm

WTC100/17 ORAL REPORT FROM TOWN CLERK

Advised Council that the grass cutting contract had changed hands as the original company who were awarded the contract had ceased trading on 21st August and their work offered to another company who have agreed to fulfil the contract at least until the end of 2017.

Requested agreement to purchase a sign for the Lawn Cemetery outlining the cemetery rules. Cllr Stokes suggested it would also be beneficial to have an identical notice at Hensington Road Cemetery.

RESOLVED: WTC agreed to the purchase and installation of a sign at each cemetery.

Provided an update on the naming of the new development on the site of 80 Manor Road (formally Barn Piece House and request Council agree the name Water Brook Close.

RESOLVED: WTC approved the name Water Brook Close for the new development.

Confirmed Office will open Monday – Friday from 9am – 1pm and advised that staff happy with lone worker policy.

WTC101/17 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – AUGUST 2017

To receive the list of payments for August

- (i) To receive the list of payments for July and August
WTC unanimously agreed to approve the payments totalling £68,146.58 made in the month of July 2017 and the totalling £13,326.57 made in the month of August 2017.
- (ii) Bank Reconciliation Statements
The bank reconciliation statements for July and August 2017 were noted
- (iii) Summary and Detailed Income & Expenditure Statements
The summary and detailed income & expenditure statements for August 2017 were noted without comment or query.
- (iv) Council Disposition of Funds at 31st August 2017
The disposition of funds statement were noted without comment or query.
- (v) Internal Controls
These were considered satisfactory.
- (vi) Appointment of new Internal Auditor
Cllr Collingwood stated it was incorrect for the RFO & Financial assistant to seek a new internal auditor.

RESOLVED: The Council agreed that Cllrs Jay & Collingwood would take on this task. They would vet the information submitted by the Audit companies and report back at the October meeting. New quotes would be sought is deemed necessary.

Cllr Redpath requested an update on the External Audit. **Cllr Collingwood agreed to report on this at the next meeting.**

- vii) Budget Review
Provision of funds for railings at the front of the Lawn Cemetery, Town Maps, replacing the Noticeboards, decoration of the Mayor's Parlour and work on the poplar trees were all discussed.

RESOLVED: Cllr Jay proposed to approve the budget review figures with the inclusion of the funds discussed which was seconded by Cllr Collingwood.

Vote: For: 10 Against: 1 Abstaining: 1

WTC102/17 S106 MONEY

As WODC had refused the application for allocating £5,800 toward Information Boards with the town, Cllr Yoxall proposed that the outstanding £5,800 is given to Woodstock Youth Club to use towards the cost of their new building.

VOTE: For: 7 Against: 0 Abstained: 1

RESOLVED: The outstanding £5800 is awarded to the Woodstock Youth Club.

WTC103/17 ENVIRONMENT MATTERS

Cllr P Redpath brought to the attention of the urgent need for work on the Poplar Trees & River Banks and more investigation was needed as to how best to deal with these. Cllr P Redpath will meet with an Arboriculturist to discuss what options there are in relation to the work required before going out to tender.

- (ii) The report from Wychwood Project for June, July & August was noted.
- (iii) To receive and approve invoice from Wychwood Project for June – August period.
RESOLVED: WTC agreed for payment to be made.
- (iv) A letter had been received from Mrs J Edwards. As Mrs Edwards attended the meeting her concerns were dealt with during public participation.

WTC104/17 DECISION-MAKING OUTSIDE OF PROPERLY CONVENED COUNCIL MEETINGS:

Not discussed as deferred to the next meeting to enable WTC to seek guidance from Liz Howlett at the training session.

WTC105/17 DEVELOPING A COMMUNITY PLAN

Not discussed as deferred to the Extraordinary meeting being held on Tuesday 3rd October.

WTC106/17 TOURISM DEVELOPMENT

Not discussed as deferred to the Extraordinary meeting being held on Tuesday 3rd October.

WTC107/17 COUNTRYFILE EVENT

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

WTC108/17 REVISED STAGECOACH BUS SERVICE TO/FROM OXFORD AND WITNEY/BURFORD

Not discussed as deferred to the next meeting.

WTC109/17 CAR PARKING IN WOODSTOCK

Cllr Yoxall proposed a motion to send a notice to all businesses within the town regarding this matter.

RESOLVED: Cllr Yoxall's motion was agreed in principle but with the proviso of toning the wording of the notice down. The wording would be agreed by the Mayor and Cllr B Yoxall prior to distribution.

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).

WTC110/17 PROPERTY MATTERS

The report from the CMfP, Cllr A Grant was received and discussion on 2 Market Street followed.

- (i) Cllr P Jay proposed the following motion seconded by Cllr B Yoxall
“WTC instructs Carter Jonas to terminate with all due speed, thereafter the present tenancy recovering sums due from tenant for unmade repairs with all due vigour.”

Cllr J Cooper called for a named vote.

Vote: For: 6 (Cllr S Parnes, P Jay, S Rasch, B Yoxall, E Stokes, U Parkinson)
Against: 5 (Cllr T Redpath, P Redpath, J Cooper, F Collingwood, A Grant)
Abstained: 1 (Cllr E Poskitt)

RESOLVED: The motion was carried.

- (ii) WTC agreed that the terms of engagement from their solicitor for action on 6 Park Street be signed and returned when received.
- (iii) The council considered the three quotes presented under contractors A, B & C. It was agreed to award the contract to ‘Contractor A – AllFloors Ltd’ to fitting the new flooring in the kitchen, toilets and bar area at the Community Centre.

WTC111/17 STAFF BONUSES:

The recommendations relating to Staff Bonuses was discussed and it was resolved that the staff would receive an increment as recommended within the minutes of Staffing Panel meeting held on Thursday 27th July 2017. With the Caretaker being paid for the hours she had covered due to the absence of a Deputy Caretaker.

WTC112/17 SEALING AND SIGNING OF DOCUMENTS

Council agreed that The Mayor and The Clerk would seal and sign the lease for 4 Market Street.

The meeting closed at 22.45hrs