

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30PM ON TUESDAY 11th APRIL 2017
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

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

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

ALSO IN ATTENDANCE: Mr Jon Waite, from Kemp & Kemp WTC's planning consultants, and one member of the public.

WTC/316/16 APOLOGIES FOR ABSENCE:

**Cllr. P Jay
Cllr. E Stokes
County Cllr. Ian Hudspeth**

**Cllr. S Parnes
Cllr. S Rasch**

WTC/317/16 DECLARATIONS OF INTEREST:

All members of the Town Council Item 10(e) Planning, as all the Councillors know the owners Peter Jay, who is a Town Councillor, and Emma Jay, who was a Town Councillor until May 2016.

All members of the Town Council Item 11 Licensing Act application as the Council owns the building of which the Post Office is part.

Cllr. E Poskitt: WODC Cllr. Item 10. Planning. General interest because she is a member of WODC Uplands Planning sub-Committee.

Cllr. J Cooper: WODC Cllr. Item 10. Planning. General interest because he is a member of WODC.

WTC/318/16 APPROVAL OF MINUTES OF THE MEETING ON 14 MARCH 2017

The following amendments were agreed:

- The motion in WTC/299/16 should have read:

“Woodstock Town Council notes the concerns, contradictions and compelling points voiced by proponents and opponents of the proposal for a unitary authority of local government in Oxfordshire and calls upon the Secretary of State to recommend a County-wide referendum before the matter is determined, in order that the 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”.

It was noted that on 14 March the minute taker had requested a written copy of this motion from the proposer but this had not been forthcoming.

- In line 2 of the second bullet point in WTC/300/16 the second word should be “unimpressed” and not “impressed”.
- In WTC/313/16 the number of abstentions was 3 rather than 4.

WTC/319/16 WODC LOCAL PLAN

Jon Waite, from Kemp & Kemp WTC's planning consultants, addressed the meeting and explained that the May 2017 Local Plan Stage 2 Hearing would not be site specific but would deal with legal compliance and the total number of houses to be built in West Oxfordshire. A draft statement had been prepared for WTC's approval. He recommended that WTC would be better represented at the Stage 2 Hearing by Town Councillors rather than by a planning consultant, but professional representation would be advisable when specific sites adjacent to Woodstock were being considered by the inspector in Stage 3. Cllrs rather than planning consultants speaking – if a speaker seemed desirable - would save costs. After discussion it was agreed (nem con) to accept the Jon Waite's advice.

Jon Waite then drew WTC's attention to a specific matter raised by the inspector in advance of the Stage 2 hearing:

"Is Woodstock suitable for reasonable scale development?"

Jon Waite opined that the answer would be more persuasive and have more impact coming from a local councillor rather than from a planner with less detailed knowledge of the town. A written statement submitted to the inspector would be given the same weight as oral evidence. The points raised in the ensuing discussion included:

- Highway access.
- Parking.
- Air pollution.
- Historic setting.
- Saturated Woodstock.
- A44 is a primary route passing through the centre of the town.
- English Heritage's comments on development of 300 houses on Land East of Woodstock.
- ICOMOS never withdrew their objections to development close to the World Heritage site.

It was agreed that individual Councillors should submit their comments direct to Jon Waite before 9am on Tuesday 18 April for incorporation into the representations he would submit to the Inspector. It was also agreed that Jon Waite would also ask that WTC be given slots to participate in part 2 in relation to Matters 6 (The settlement hierarchy, the specific strategy and preliminary questions on the housing site selection process and five year supply); Matter 7 (Providing new homes); and Matter 10 (Environmental and heritage aspects). Cllrs interested in taking part in Part 2 would get together to discuss how to distribute the roles

A Motion to pay the costs of Mr Waite's attendance at the meeting and drawing up the submission to the Inspector was passed (*nem con*).

WTC/320/16 PUBLIC PARTICIPATION SESSION: None

WTC/321/16 COUNTY AND DISTRICT COUNCILLORS' UPDATES:

a) County Councillor's Report

WTC thanked C Cllr Hudspeth for his report but had no comments on it.

b) District Councillors' Report

A debate in WODC Cabinet on the Oxon Healthcare Transformation Programme concluded with the District Councillors affirming their opposition to service reductions and confirming they would continue lobbying to protect services in West Oxfordshire.

It was noted that WODC's £30 annual charge for collecting green waste equated to a 40% increase in the WODC rates. District Councillor Cooper stated that around 25,000 households had signed up for the service out of a total of about 40,000 households. A questionnaire had gone out before the charge was introduced asking what services WTC Councillors would do without if the £30 were not charged and whether residents would be willing to pay for their green waste to be collected. The majority responding to the questionnaire stated they would be prepared to pay for green waste collection.

WTC/322/16 COMMUNICATIONS

The Mayor reported

- She had written to Mr Bob McGurrin and Mr Bob Pomfret offering the Council's condolences on the loss of their respective wives.
- Mr Trevor Hendy had requested Council considers purchasing a more effective audio system at the Community Centre. The Mayor commented that the system had been used during the Annual Town Meeting in March and the system seemed to work well then. The Caretaker prepared the system before relevant meetings so that all that was required was for the equipment to be turned on at the beginning of a meeting. Its settings should not be adjusted.
- The Mayor had attended a lecture arranged by the High Sheriff on Support for Carers given by Dame Philippa Russell. The Mayor had made contact with a member of Carers Oxfordshire and pointed out to her that The Acting Town Clerk had written in response to a letter from Carers Oxfordshire that the organisation addresses WTC and any residents who wish to come before either the June or the September WTC meeting.

- On 4 May 2017 at 8.30pm there will be the Annual Service and Wreath Laying at Churchill's grave in Bladon churchyard with the members of the Holger Danske Klubben (relatives of Holger Danske resistance fighters). The ceremony celebrates the BBC announcement at 8.36pm on 4th May 1945 of the surrender of the German troops occupying Denmark. All residents are welcome to attend.

WTC/323/16 QUESTIONS None

WTC/324/16 CO-OPTION OF NEW COUNCILLOR

Cllr Poskitt's proposed, seconded by Cllr Grant, that the co-option be postponed and the vacancy advertised again due to lack of contact with the single applicant.

For: 5 Against 1 Abstaining 1

The Motion was carried.

WTC/325/16 PLANNING

- (a) Ref: APPLICATION NO: 17/00674/HHD 19 Shipton Road Woodstock: Erection of single and two storey rear extensions.

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

- (b) Ref: APPLICATION NO: 17/01004/HHD 28 Hill Rise Woodstock: Garage conversion and single storey side extension.

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

- (c) Ref: APPLICATION NO: 16/02055/FUL 3 Westland Way Woodstock: Erection of dwelling and creation of new access with two parking spaces for existing dwelling (amended).

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

- (d) Ref: APPLICATION NO: 17/00829/FUL 1 Hill Rise Woodstock: Erection of two dwellings with associated access and landscaping.

RESOLVED that WTC objects to the application as it extends the built up boundary of Woodstock transgressing Planning policy B4. It was noted that similar applications for this site had been turned down in the past.

- (e) Ref: APPLICATION NO: 17/00974/FUL The Retreat Banbury Road Woodstock: Conversion of outbuilding to holiday let/ care accommodation.

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

- (f) Ref: APPLICATION NO: 17/01132/HHD 36 Brook Hill Woodstock: Remove existing conservatory and extend living room.

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

WTC/326/16 LICENSING ACT 2003 NEW APPLICATION

APPLICATION FOR A NEW PREMISES LICENCE: WOODSTOCK POST OFFICE 2 PARK STREET OX201SP

RESOLVED that Woodstock TWon Council make no objection to this proposal

WTC/327/16 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

- It was proposed by Cllr. Collingwood seconded by Cllr. Cooper that the list of payments totalling £18,388.52 made in the month of March 2017 be received and accepted.
- The bank reconciliation statement was noted.
- Cllr. Collingwood proposed and Cllr. Poskitt seconded a motion that the new bank account to be opened with Barclays Bank should have Cllrs. Poskitt, Collingwood, Cooper and Mrs T Redpath as the signatories.
- It was proposed by Cllr. Collingwood and seconded by Cllr. Cooper that the summary and detailed Income and Expenditure statement for March 2017 be adopted and passed nem con.

WTC/328/16 MOTION PRESENTED TO COUNCIL

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

That WTC follow the custom in most town and parish councils, and discontinue the scheduling of an ordinary Town Council meeting during August.

For: 3 Against: 2 Abstaining: 2

WTC/329/16 REVIEW OF COMMITTEES

Cllr. P Redpath proposed and Cllr. Yoxall seconded a motion that:

With the forthcoming appointment of a new Town Clerk for Woodstock Town Council and to enable smooth and uncomplicated transfer to this new appointment, Woodstock Town Council, in accordance with Standing Order 15 N°6 resolves to dissolve - with immediate effect - the now named “Resources and General Purposes Committee”, the Environment Committee and any associated sub-committees with the exception of the interview panel made up of the three named Councillors.

This will enable the formation of potential new committees commensurate with WTC’s new situation. All Councillors are asked to contribute their thoughts and ideas to this subject. These will be collated by the new Clerk once in position over a six month period.

For: 4 Against: 3 Abstaining: 0

The motion was carried.

WTC/330/16 MINUTES OF RESOURCES AND GENERAL PURPOSES MEETING

It was proposed by Cllr. Cooper and seconded by Cllr. Poskitt that

The minutes of the Resources and General Purposes Committee held on 28 March 2017 be noted and approved.

The motion was passed *nem con*.

WTC/331/16 EXCLUSION OF THE PUBLIC AND PRESS

It was proposed by Cllr. Poskitt and 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/332/16 PROPERTY

Cllr Cooper went through the meeting notes property by property.

Cllr Grant proposed that changes be made to the current conditions for the hire of the Town Hall and Community Centre so that the relevant sections now read as follows:

“Conditions for hire of the Town Hall

‘Hiring’

- 6. For weddings the caretaker will set up the room being hired ready for the ceremony, including putting the tables and chairs in place. It is the responsibility of the hirer(s) to notify the Town Hall office of any specific requirements regarding the positioning of furniture. The Council does not provide wedding chair covers.**

For other bookings, there are chairs and fold-up tables available for use at no extra charge. These are stored in the room opposite the Assembly Room upstairs. Hirers must make their own arrangements for putting out any furniture required and leave the room in the condition it was found on arrival at the end of the hire period. It may be possible for Council staff to assist with putting out furniture by prior arrangement for an agreed extra charge – please contact the Town Hall office for details.

Conditions for hire of the Community Centre

‘Hiring’

4. **Chairs and fold-up tables are available in the store room adjacent to the hall. Hirers are permitted to use this furniture for no extra charge. There is no obligation for Council staff to set out the furniture for hirers. All furniture must be returned to the store room at the end of the hire time unless the caretaker requests otherwise.”**

In the discussion it was agreed that the new conditions were not planned to apply to the Stroke Club nor to the Seniors' Lunch Club as the caretaker will continue to set out tables and chairs for these at no extra cost.

The motion was agreed (*nem con*).

WTC/333/16 OUTSTANDING INVOICE

Cllr. Collingwood reported on his discussions with Freeths stating that an agreement had been reached over the disputed invoice. The motion to pay the sum agreed plus VAT was seconded by the Mayor and put to the vote.

A named vote was requested.

For: Cllrs Cooper, Collingwood, Grant, Poskitt, Mrs T Redpath and Yoxall

Against: Cllr P. Redpath.

The motion was passed.

Cllr Cooper, strongly supported by the Mayor, expressed Council's thanks to Cllr Collingwood for the considerable time and effort he had expended in order to achieve a satisfactory settlement of the invoice.

The meeting closed at 22.05

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