

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th JUNE 2018
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. P Jay (Mayor)
Cllr. F Collingwood
Cllr. S Parnes
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr M Parkinson
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: CCllr I Hudspeth (arrived at 8.15pm) and seventeen members of the public.

WTC29/18 APOLOGIES FOR ABSENCE:

Cllr D Davies

WTC30/18 DISCLOSURES OF INTEREST:

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| Cllr J Cooper | Item 9 Motions: Personal interest as he is a member of Sustainable Woodstock. |
| Cllr J Cooper | Item 10 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee. |
| Cllr M Parkinson | Item 18 Update Paper – ‘Ideas For Exploration With Blenheim: Personal interest as he is a nominated trustee of Woodstock Chapel Trustees. |
| Cllr M Parkinson | Item 19 Parking: Personal interest as he is a nominated trustee of Woodstock Chapel Trustees. |
| Cllr E Poskitt | Item 9 Motions: Personal interest as she is a member of Sustainable Woodstock. |
| Cllr E Poskitt | Item 10 Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee. |
| Cllr E Poskitt | Item 19 Parking: Personal interest as she is a District Councillor. |
| Cllr E Poskitt | Item 24 Guided Walks Of Woodstock Personal interest as she is part of the group showing Churchill Friends around. |

WTC31/18 PUBLIC PARTICIPATION SESSION:

- i) Alison Matthews spoke on behalf of the ‘Heart of Woodstock’ (HOW) a group of residents and business people who are particularly affected by traffic and parking issues in the centre of Woodstock. The group was established owing to the imposition

of parking enforcement which was introduced without consultation with, or consideration for, those most directly affected. The group focuses on residents who live and contribute to the local community and also have significant support amongst the business community. All share a commitment to Woodstock as a thriving town. Alison advised that HOW had already met with a number of key County and District Councillors such as Ian Hudspeth and Steve Goode, who now carries the Parking Portfolio for WODC.

HOW believe solutions to the parking and traffic issues need to be sought for the short, medium and long term - and those living and working in the Town Centre need to be seriously involved in identifying these. The group welcome the proposal that the Traffic Advisory Committee meet more frequently, and would like to see HOW represented on this Committee.

The current approach of inconsistency, ambiguity and uncertainty are of no comfort or use and Mrs Matthews confirmed that HOW are quite prepared to have their own professional representation and advice when it comes to considering longer term issues.

- ii) Jonathan Cooper-Bagnall spoke about parking in Woodstock advising that residents and businesses want the same outcomes. He felt that the impact of recent changes had been good and bad but a long term working solution is needed. He mentioned the possibility of introducing residents' parking using the established WODC scheme of exemption certificates which would be consistent with the free parking philosophy.

Jonathan said that a review of the time limits on the time restricted parking spaces is needed as there are 163 one hour spaces, which appears high given the number of local businesses that benefit from one hour parking and the public demand for longer periods. He gave an example of 'disc parking' as a low cost option to improve parking in Woodstock.

- iii) Mrs Jill Dunsmore addressed Council on the subject of Remembrance Sunday, noting that 11th November this year will be the 100th anniversary of the end of World War 1 and that it seems appropriate that a very special remembrance celebration should be held and asking who better than the Town Council as the elected leaders of the Community to lead the Community in the marking of this historic moment.

In Woodstock the Memorial is a gentle reminder of the sacrifice of those who fought and never returned having given their lives for their country. The community owes the young men and their families a debt of honour. Let this poignant Sunday, Sunday 11th, not go without Woodstock saying a special thank you to those who perished and to the local families who lost loved ones. The people of Woodstock would, she knows, feel it a privilege to offer sincere gratitude to those who gave their lives for our lives.

Mrs Dunsmore imagines that WTC may have something planned. However, if not she sincerely hopes consideration can be given to a community remembrance on Sunday 11th November as an acknowledgement that the sacrifice made by the young men of Woodstock be remembered with honour for the whole day or even weekend. Lest we forget.

WTC32/18 MINUTES OF THE ANNUAL MEETING OF THE TOWN COUNCIL HELD ON 8th May 2018:

Cllr E Poskitt said that Cllr D Davies sent his apologies; but the Annual Meeting Agenda and Minutes make no reference to apologies for absence from the meeting. Therefore, the suggested amendment was not made.

WTC1/18 Cllr S Parnes requested that the word 'had' be replaced with 'considers'. Cllr T Redpath opposed the amendment as she used that word and it had been recorded within the minutes accurately. Cllr J Cooper queried whether Cllr S Parnes had a seconder for his proposed amendment. As there was no seconder The Mayor confirmed that the amendment would not be made.

Cllr S Parnes asked that it be noted that he does not support the accuracy of the minutes.

WTC33/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 8th May 2018:

WTC12/18 Replace the incorrect minute number 'WTC12/17' with 'WTC12/18'.

WTC14/18 Replace the second paragraph with 'Cllr S Parnes referred to the County Councillor's Parish Report which suggested that 'there would be a cost involved for the permits, which goes against the policy of WODC for free parking so there is a stalemate'. Cllr S Parnes noted email confirmation from WODC which confirmed that permit fees are different from parking charges and therefore have nothing to do with parking charges and therefore parking permits do not contradict the policy for free parking.'

WTC34/18 REPORT FROM THE TOWN CLERK:

Council approved the following requests contained within the Clerk's report:-

- The Rotary Club can be allowed the use of the Mayor's Parlour without charge on an annual basis for the Stroke Awareness Event regardless of who is appointed as Mayor.
- Note that the Mock Mayor event is being held on Saturday 21st July. As the water meadows are a public area permission from WTC to hold the Tug-of-War on the footpath is not required.
- Replace the two toddler & two junior swings at the Old Woodstock play area.
- Change to generic email addresses rather than personal users email addresses for all office staff
- The flag to be flown on the occasion of the Blenheim family weddings being held on 7th July and 8th September.
- Remove the padlocks and leave the 'flooding' signs at the water meadows accessible for use.

Cllr T Redpath requested that more detail as to what is actually required in relation to reviewing the Standing Orders be provided by the Clerk and the item taken forward to the July Meeting.

Cllr S Parnes said that as the Council's privacy policy had not been adopted by WTC it should be referred to as a 'tentative policy' until it has been ratified and approved by Council. The Mayor advised Cllr S Parnes that any Councillor could propose a differently worded policy for consideration.

The quote to upgrade the Causeway Zebra Crossing was noted. Cllr F Collingwood said that there was currently no provision within the budget for this and that it should be considered at a future Town Council Meeting.

As no Councillors volunteered to attend the OALC AGM on Monday 2 July 2018, WTC will not be represented.

WTC35/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr Hudspeth was received initially as he had not arrived at the meeting owing to his attendance at another meeting.

Cllr Hudspeth arrived at the end of the Planning agenda item and Councillors were asked if they had any questions for him.

Cllr Parnes asked about the resurfacing of Shipton Road and Cllr Hudspeth advised that it is scheduled to be completed in 2019.

Cllr Collingwood asked if in the meantime the pot holes would be repaired to which Cllr Hudspeth replied 'Yes'. He confirmed that any category one pot holes will be filled within 24 hours and all others within 28 days.

The District Councillors' report was received, without comment or questions raised.

WTC36/18 COMMUNICATIONS:

The Mayor reported that the Oxford Bus Museum (closely associated with Cllr F Collingwood) had been awarded The Queen's Award For Voluntary Service and he asked Council to extend warm congratulations for this local achievement.

He noted that The Rector, Canon Adrian Daffern is leaving after 8 years to take up an appointment at Great St Mary's University Church in Cambridge. He asked Council to extend to him their congratulations on his translation whilst also expressing their sorrow at his departure and their warm gratitude for the wit, warmth and wisdom he brought to Woodstock during his years of service to this community. The Mayor proposed to write to him.

RESOLVED: WTC unanimously agreed for The Mayor to write to Canon Daffern and convey Council's congratulations and warm wishes for the future.

The Mayor has been informed that His Grace The Duke of Marlborough's son George is due to be married in Woodstock this September and The Mayor would be grateful to receive suggestions from Councillors and anyone else as to whether and how Council should mark this significant event.

The Mayor's last communication was that the President of the United States is said to be going to visit Blenheim on about the 13th July and The Mayor has no plans to mark this event, but again would be glad to hear from Councillors or anyone else if they think any special steps should be taken.

WTC37/18 PARKING:

Cllr T Redpath gave a brief summary of her report which noted that a number of meetings had taken place in the last year with WODC, Cllr Hudspeth and WUTW where Woodstock parking

issues have been discussed. WODC have confirmed that they will conduct a full review with options that would be put out for consultation although to date there has been no indication of when this will take place.

Parking was discussed at the Annual Town Meeting and the majority of residents supported the view that some action was needed. A motion was proposed by a resident which was carried. Following that meeting WTC resolved to request some enforcement as a matter of urgency and to press for the promised "review" as soon as possible to which WODC responded by enforcing the one-hour restrictions. The enforcement has been well received by some businesses and residents but not by others.

Cllr T Redpath proposed the motion below which was seconded by Cllr A Grant:

- i) *WTC keep up the pressure on WODC to carry out the review with all speed,*
- ii) *contacts the Marlborough School regarding a survey as suggested below.*

The Mayor proposed that all parking motions be taken together. The Clerk advised that she had received an email from Cllr Hudspeth requesting that if he did not arrive at the meeting in time for the Motions he would like to make the points below:-

- (1) as the motion is worded it gives the District Council the opportunity to simply say 'no' as he is not aware of any temporary arrangement that could be put in place. He suggested an amendment to make the motion about providing residents permits as soon as possible.
- (2) as chairman of the Traffic Advisory Committee (TAC) he is in the process of arranging an additional meeting solely focused on parking in the centre with WODC attending.

The Clerk confirmed that an email had been received requesting that the additional TAC meeting be scheduled for Thursday 21st June 2108.

Cllr M Parkinson proposed the motion below which was seconded by Cllr S Parnes:-

- (i) *In relation to Parking and Traffic Matters, Woodstock Town Council resolves to formally ask the District Council to introduce temporary, experimental parking permits (1 per household) for residents within the centre of Woodstock until the parking review.*

Cllr M Parkinson provided an overview of the rationale for the above motion. The Mayor asked if he was willing to accept the amendment 'as soon as possible' proposed by Cllr I Hudspeth he said he was. Cllr S Parnes addressed the point that Cllr I Hudspeth raised in relation to the wording of the motion giving WODC the opportunity to say 'no'. He argued that rather than just saying 'no' WODC Officers would have to say 'why not'? He also indicated that even if Cllr I Hudspeth is not aware of any temporary arrangement, that does not mean WODC Officers are not aware. He had found online instances of similar arrangements. He also referred to the timeframe of 'as soon as possible' not being soon enough as it goes without saying that WTC would be requesting that 'as soon as possible' and therefore the amendment was not necessary.

The Mayor acknowledged that although taking two motions simultaneously was not what WTC should do normally but he stated that it made sense in this case because the two motions are closely connected.

Cllr P Redpath asked if it was known how many residents required a parking space and how many needed them during the daytime and or evening and also whether the proposal had been thoroughly thought through.

Cllr E Poskitt proposed that CClr I Hudspeth's amendment 'as soon as possible' be accepted which was seconded by Cllr T Redpath.

VOTE: For: 9 Against: 2 Abstaining: 0

RESOLVED: The amendment to the motion was carried.

The Mayor requested a vote on the amended motion.

- (i) *In relation to Parking and Traffic Matters, Woodstock Town Council Resolves to formally ask the District Council to introduce temporary, experimental parking permits (1 per household) for residents within the centre of Woodstock as soon as possible.*

VOTE: For: 9 Against: 0 Abstaining: 2

RESOLVED: The motion was carried.

Cllr M Parkinson proposed the motion below which was seconded by Cllr S Parnes:-

- (ii) *To ask the Traffic Advisory Committee to increase the Traffic Advisory Committee meetings by one per year so as to be more effective.*

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

The motion that Cllr T Redpath had proposed earlier which was seconded by Cllr A Grant was brought back for consideration and a decision:-

- i) *WTC keep up the pressure on WODC to carry out the review with all speed,*
ii) *and that The Clerk writes to the Marlborough School regarding a survey as suggested below.*

Cllr S Parnes stated that the continual suspension of the parking bays in Rectory Lane has had an impact on the availability of spaces. He said that there was a sign outside the site naming a specific organisation dealing with site issues and that there was a contact number that could be used by Councillors or members of the public to submit their concerns.

Cllr E Poskitt said that she had been contacted by Steve Goode the WODC Cabinet Member for parking and had had a long conversation about the parking situation in Woodstock. She confirmed that he had also recently met with HOW. So she felt that keeping

the pressure on does seem to have some impact.

Cllr T Redpath expanded on the proposal for the survey. She explained that the whole purpose of identifying people parking and using the bus was because Blenheim were going to try and use some influence to see if they could have at least a temporary Park and Ride facility by the airport.

The Mayor called for a vote.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

The following motion proposed by The Mayor and seconded by Cllr E Poskitt:-

The council notes these exchanges and approves engagement with WODC to progress consideration of parking restrictions in Woodstock in accordance with council policies and in collaboration with our district councillors.

Cllr S Parnes proposed the following amendment to the motion:-

The Council notes these exchanges and approves engagement with WODC to progress consideration of parking restrictions in Woodstock in accordance with council policies including the Town Council's reaffirmed policy of opposition to car parking charges on public spaces as per minute WTC129/17 of 10th October 2017 and in collaboration with our district councillors.

The Mayor responded that he did not think there could be any ambiguity, the reference to Council in a Council motion means this Council and Council policy means whatever WTC minutes show to be council policies which include the one mentioned and many others. The Mayor felt there was no need for an amendment but if Cllr S Parnes wanted to put it to a vote then it would be.

The Mayor asked if the amendment was seconded. Cllr J Cooper confirmed himself as seconder.

A vote was taken on the proposed amendment to the motion.

VOTE: For: 9 Against: 2 Abstaining: 0

RESOLVED: The amendment to the motion was carried.

The Mayor requested a vote on the amended motion.

The Council notes these exchanges and approves engagement with WODC to progress consideration of parking restrictions in Woodstock in accordance with Council policies including the Town Council's reaffirmed policy of opposition to car parking charges on public spaces as per minute WTC129/17 of 10th October 2017 and in collaboration with our district councillors.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

WTC38/18 QUESTIONS

No questions were presented to Council.

WTC39/18 MOTIONS PRESENTED TO THE COUNCIL:

Cllr E Poskitt proposed the following motion which was seconded by Cllr M Parkinson:-

WTC resolves:

To encourage and support action towards making Woodstock a single-use plastic free town by

- a) *Promoting the work of Sustainable Woodstock and others aimed at reducing the presence of single-use plastic in the town*
- b) *Leading by example through removing single-use plastic within WTC premises when practical*
- c) *Naming a WTC member to represent the Council on the single-use plastic free town steering group currently being developed.*

Cllr Poskitt agreed to be the WTC member on the Steering Group if the motion was carried.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

Cllr A Grant proposed the following motion which was seconded by Cllr T Redpath:-

WTC agrees that the Assembly Room must remain available for a Mayor's Reception following the annual Remembrance Sunday service and parade.

To enable this, WTC resolves that in 2019 and following years, availability of the Assembly Room be removed for any other daytime bookings.

She explained that the reason she has asked for this is due to the booking clash that has arisen this year.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

Cllr S Parnes asked if The Mayor would prefer to take Agenda Item 27 and the motion in that, as the motion related to some of those issues. Council did not agree.

WTC40/18 PLANNING:

Council considered the following applications:

- a) Ref: APPLICATION NO: 18/01164/FUL 36 Shipton Road, Woodstock
Erection of new dwelling with associated works and car parking. Repositioning of existing vehicular access from Shipton Road.

RESOLVED: WTC have no objection to the application but would like attention be paid to the Ecology requirements in the report and also to express their concern that access is close to where the road bends.

- b) Ref: APPLICATION NO: 18/01301/HHD Coach House, Woodstock House, Rectory Lane
Alterations to include new carved inscriptions onto stone centre voussoir over three floor windows and central door to Coach House and retention of window on North elevation.

RESOLVED: WTC have no objection to the application but would like express their continue concerns that the timescale of the work which has been extended is affecting the already dense parking problems in the centre of Woodstock whilst the parking bays are unavailable

- c) Ref: APPLICATION NO: 18/01302/LBC Coach House, Woodstock House, Rectory Lane
Alterations to include new carved inscriptions onto stone centre voussoir over three floor windows and central door to Coach House and retention of window on North elevation.

RESOLVED: WTC have no objection to the application but would like express their continue concerns that the timescale of the work which has been extended is affecting the already dense parking problems in the centre of Woodstock whilst the parking bays are unavailable

- d) Ref: APPLICATION NO: 18/01165/ADV 16 Oxford Street, Woodstock
Erection of one non-illuminated hanging sign.

RESOLVED: WTC have no objection to this application

- e) Ref: APPLICATION NO: 18/01320/HHD 20 Cadogan Park, Woodstock
Demolition of existing garage, porch and single storey rear extension. Construction of single and two storey extensions to both front and rear of elevations to include Juliette balcony to rear bedroom. Widening of existing access.

RESOLVED: WTC object to this application in line with the concerns raised by the neighbouring residents regarding the close proximity of the extension to the boundary and the window overlooking the neighbouring property.

- f) Ref: APPLICATION NO: 18/01557/LBC 43 Oxford Street, Woodstock
Internal alterations

RESOLVED: WTC have no objection to the application.

- g) Oxfordshire County Council Planning Ref MW.0046 Shipton Limited, Shipton-on-Cherwell Quarry, Bunkers Hill, Shipton-on-Cherwell, OX5 3BA (enclosed).
Proposed extraction of mineral and restoration by infilling with imported inert materials

to agriculture on land to the south east of Shipton on Cherwell Quarry at Shipton-on-Cherwell Quarry.

RESOLVED: WTC have no comment on this application.

WTC41/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – APRIL 2018

The report was received, Cllr E Poskitt queried why there are no funds in the Barclays Business Reserves account and whether there was a more recent statement date than 31/05/2015 which is show on the Bank Reconciliation Statement. Cllr F Collingwood advised that all funds are being held in the Barclays Business Current account and that as there are no funds in the reserve account a more up to date statement has not been received.

RESOLVED: The payments totalling £22,680.made in the month of May 2018 were approved.

RESOLVED: The Bank Reconciliation Statements for May 2018 were noted.

RESOLVED: The summary and detailed income & expenditure statements for May 2018 were noted without comment.

Cllr F Collingwood advised that a lot of hard work had been put into preparing the annual statement of accounts by the Finance Assistant which he recommended Council should acknowledge. Council unanimously agreed. Cllr F Collingwood proposed that Council approve the Annual Governance Statement.

RESOLVED: Council approved the Annual Governance Statement for the year ended 31 March 2018, the Accounting statements for the year ended 31 March 2018, the Consolidated Bank statement for year ended 31 March 2018 and the internal auditor's report and invoice for payment.

RESOLVED: Council received and noted the Annual statement of Accounts for year ended 31March 2018, the slippage report for the year ended 31 March 2018 – Actual v Budget, the Significant variances report for year ended 31 March 2018 - Actual v last year and that the Period of Exercise of Public Rights will commence on 2nd July 2018 for 30 days.

Community Centre Finances

Cllr F Collingwood presented his report which did not contain any recommendations. The regular monthly figures do not separate the commercial lettings at the Community Centre from the results from the Assembly room. He proposed the following motion which was seconded by The Mayor:-

WTC notes the report, and should approaches the Rating Authority to apply for a reduction in the rateable value in view of the increased competition from new and upgraded competition, and appoints a working party with the objective of reducing the deficit in future.

Cllr A Grant suggested that the Town Hall does not do very well either and asked for the same report on the Town Hall finances which The Mayor asked to be presented at the July meeting.

The Mayor requested a vote.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried by unanimous vote.

WTC42/18 COUNCILLORS' AREAS OF INTEREST:

Within his report Cllr F Collingwood asked for Council to confirm the list which proposed Councillors to support twelve projects in 2018/2019.

Cllr U Parkinson queried whether Cllr D Davies had been proposed as the Councillor to support the Christmas Lights but he was not on the Christmas Lights Working Group according to the list she had. Cllr A Grant said that there was no working party (it had been deferred) as nobody had volunteered. She added that when The Clerk approached her about the new Christmas Lights she suggested inviting The Mayor, Cllr F Collingwood, herself to be involved in any developments.

Cllr A Grant raised two problems that she had with the list. The first was that after agreeing to support the Lawn Cemetery Extension project she has found herself supporting all 'cemetery/war graves' related projects. Secondly, despite being Council Member for Property she had not been asked to support the Town Hall boiler project. As she said at the last meeting WTC does not need a new boiler at the moment. The present one has been serviced regularly. She further asked 'why had Cllr F Collingwood put himself down to support the Church Clock project when the budget money goes directly to servicing/maintaining it each year'. Cllr F Collingwood advised that his proposal arose from the way the Budget is made up.

Cllr A Grant said that the potential cost of the Cemetery Extension would not be anywhere near as much as the amount that had been allocated in the budget, she warned that a proper plan may need to be drawn up and submitted. The Mayor requested that Cllr A Grant and Cllr F Collingwood discuss the matter further outside of the meeting and bring it back to the next meeting.

Cllr T Redpath felt that the Cemetery Extension project could not wait until the next meeting and suggested that Cllr A Grant be allowed to get on with progressing the project. Council agreed to the suggestion.

Cllr M Parkinson suggested that as both he and Cllr D Davies were still fairly new to Council it would be a better idea if they both worked together on the three projects (Christmas Lights, Computers and Increasing WTC Lettings)? Cllr F Collingwood agreed to his suggestion.

Cllr P Redpath questioned the amount of money allocated in the budget for the removal of the poplar trees in the water meadows. It was confirmed that until quotes have been received this amount is a best estimate and may need to be adjusted accordingly.

Cllr A Grant raised the matter of the boiler again and suggested that the money is left in the budget as a contingency amount but she did not think it need be spent at the moment. Cllr F Collingwood questioned whether the boiler had been regularly serviced. The Clerk confirmed that she had received via email a copy of the most recent service certificate. Cllr E Poskitt advised that the longevity of the boiler was questioned 5/6 years ago.

Cllr F Collingwood proposed that an independent person should look at the boiler and talk to the staff and find out the actual situation. The Mayor advised him to let Council take note of

that part of the discussion and hope for a further report in due course on the boiler question.

The Mayor confirmed that Council had approved the amendments and Cllr F Collingwood's report.

WTC43/18 110 LEGACY PROJECT:

Cllr J Cooper proposed that WTC endorse the 110 Legacy Project and the recommendations made within his circulated email which was seconded by The Mayor.

RESOLVED: WTC unanimously agreed to endorse the 110 Legacy project.

WTC44/18 TOWN COUNCIL EMAIL ADDRESSES FOR COUNCILLORS:

Cllr S Parnes gave a brief summary as to the benefit in relation to security, data protection and privacy of Councillors having designated Council email addresses. This, he said, was recommended within the previous Internal Auditors report and is a safety net for both Council and members.

Cllr S Parnes proposed the following motions which were seconded by Cllr M Parkinson:-

1. *Allocation of Council email addresses, immediately, to all Council Members for exclusive communication to Members by the Town Hall on matters of official Council business;*
2. *All Council email addresses – of Members and Staff – should contain a suitable privacy notice in the 'footer';*
3. *A Council briefing / training session at the Town Hall – for Members and Town Hall staff - expressly on the topics of Data Protection, Privacy Rights, and related on online information security issues;*
4. *An Application to the Office Information Commissioner for a free-of-charge 'Voluntary Audit' (in order that the Town Council can have authoritative guidance on the Data Protection / GDPR –related processes and structures which it has or should be aspiring to develop).*

Cllr F Collingwood requested that if the allocation of Council email addresses is agreed that the implementation of it be deferred until after the review of the IT supplier has been completed. He advised the review had been delayed due to the Councillor in charge of finance and Finance Assistant being very busy preparing the annual accounts for the audit and that has meant the progress of the review of the supplier has been delayed.

Cllr A Grant noted that p8 of the auditor's report recommended email addresses for Councillors and it is understood the previous auditor made a similar suggestion.

Cllr E Poskitt proposed to remove the word 'immediately' from the first motion and replace it with 'as soon as practical'. Cllr S Parnes did not accept it. Cllr F Collingwood made a counter proposal to remove the word 'immediately' from the first motion and add 'but it will come back to Council in September'.

Cllr E Poskitt commented that if the allocation of council email addresses is agreed in principle,

surely the whole procedure can go ahead without having to have another decision when it is sorted out. Cllr F Collingwood confirmed that he was putting pressure on himself to progress the review of the IT supplier before September. Cllr S Parnes advised that Council may be able to secure a discount from a provider if they were supporting a larger quantity of email addresses. He was sure that the email services would be easily transferable to another provider at any time and said that there may be an equally secure domain that maybe cheaper than the gov.uk suffix which could be allocated to members.

Cllr S Parnes indicated that in terms of timing, every day that a potential problem can occur is another risk and the cost is a small price to pay compared to the potential problems that might arise if something unforeseen happens. Once the new arrangements have been set up Council can explore other ways to mitigate the costs by finding other alternatives.

Cllr S Parnes also noted that at the social media training he, Cllr M Parkinson and the Town Clerk recently attended, it was mentioned that it can sometimes be very difficult for people and local authorities and official or non-official recipients of emails to distinguish between when a Councillor is communicating with their Councillor hat on or when they are not. Having Council email addresses should eliminate that confusion in all cases.

A vote was taken on the proposed amendment to the first motion.

1. *Allocation of Council email addresses, to all Council Members for exclusive communication to Members by the Town Hall on matters of official Council business; will come back to the September meeting'.*

VOTE: For: 5 Against: 6 Abstaining: 0

RESOLVED: The amendment to the motion fell.

The Mayor requested a vote on the original motions as on the paper. Cllr S Parnes requested a named vote:

VOTE: For: 7 Cllrs J Cooper, E Poskitt, U Parkinson, S Parnes, M Parkinson, T Redpath, & A Grant
Against: 1 Cllrs F Collingwood
Abstaining: 3 Cllrs P Redpath, S Rasch & P Jay

RESOLVED: The motions were carried.

Cllr J Cooper wanted Council to thank Cllr S Parnes for work he put into putting the paper together. The Mayor thanked Cllr S Parnes on behalf of Council.

WTC45/18 APPOINTMENT OF PROFESSIONAL BODIES:

The report submitted by Cllr A Grant provided background information on the current HR and Health & Safety provider and asked whether Council were receiving best value and service.

Cllr A Grant proposed the following motion which was seconded by Cllr P Redpath:-

Council to discontinue its relationship with Ellis Whittam.

The Mayor requested a vote.

VOTE: For: 7 Against: 3 Abstaining: 1

RESOLVED: The motion was carried. The Clerk will write to the current provider to terminate the contract within the required notice period.

Cllr T Redpath proposed the following motion which was seconded by Cllr P Redpath:-

that the Town Clerk and the Deputy Mayor look more closely at the other options and come back to the July meeting with their recommendations.

The Mayor requested a vote.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

WTC46/18 DEVELOPMENT:

Cllr T Redpath distributed two papers, the first was to provide an update on the resolution passed at the April meeting to investigate collaborating with the Begbroke and Yarnton Group (BYG). to oppose the Cherwell Local Plan – Oxford Unmet Need. She reported that she had met with Giles Lewis from the BYG and he had confirmed that the various groups affected by the Cherwell Local Plan including BYG, Kidlington, Gosford, and people bordering Cutteslowe Park and North Oxford Golf Club are trying to form a collaborative group against the Oxford “unmet need” proposals. They are having an inaugural meeting in the next week to agree: their aims and objectives; a constitution; a name; and to elect officers.

Cllr T Redpath confirmed BYG and the others are willing and keen to have Woodstock’s involvement but the suggestion is that it needs to be via an action group rather than WTC.

She advised that the Examination in Public which had been expected in May or June has been deferred until after a preliminary one day hearing which the Inspector proposes sometime in September. She is following this up with the programme officer to ensure that WTC is kept up to date with all timings.

The collaborative group will be looking at transport and the green belt, whereas WTC have a particular issue over heritage and will need to pursue that individually. Transport remains a common cause.

Cllr T Redpath confirmed that she had spoken to Bob Hindhaugh. He would be willing to work with the BYG consultant. As WTC had paid for the transport report she wanted to check that WTC are happy for it to be shared. She also agreed in principle to support association with the action group collaborative and work out how to make it effective.

If they are successful, the collaborative wish to challenge the legal soundness of the requirement for the Oxford Unmet Need to be passed on to Cherwell.

Cllr T Redpath proposed the following motions which were seconded by The Mayor:

- 1/ *WTC in principal supports association with the action group collaborative and works out an arrangement to enable this to happen; and*
- 2/ *WTC agrees to the shared use of the Bob Hindhaugh traffic and transport assessment.*

The Mayor thanked Cllr T Redpath for producing such a helpful report and asked if there was any debate.

Cllr S Parnes advised that he was not against the proposal but stated that there was unfinished business to be completed, in that on the 21st May the District Council approved the 300 houses on the Woodstock East site. He referred to the Council resolution from the January meeting to ask our adviser on the merit of judicial review, taking into account the ICOMOS letter and prospects of crowd funding. At that time the adviser responded to confirm that if the question was posed once the planning decision had been made and permission was granted then he would charge the Council to provide an answer to that question. Cllr S Parnes drew attention to the report in the local press saying that Council were looking at Judicial Review.

Cllr S Parnes requested the Council obtain a summary of the professional evaluation as to whether the Council have prospects or not and why. He felt having this information would put Council in a much more informed position for future applications if Council knew whether a decision was proper or improper. The Mayor asked Cllr S Parnes to clarify whose professional opinion Council would be seeking. Cllr S Parnes confirmed that it would be Mr Nicholas Kingsley-Smith.

Cllr E Poskitt advised that work had already commenced on the Woodstock East site.

Cllr F Collingwood thought that if the action group are arguing that there should not be houses built on the Green Belt, WTC should withdraw. If Cherwell do not build on the Green Belt, development would definitely come Woodstock's way.

Cllr S Parnes confirmed that it was considered by both Cherwell and WODC that once the Woodstock East decision was made there would be a linear link and it would be harder to oppose or object to the Cherwell site

Cllr J Cooper stated that a very effective campaign had been run by Oxford City Council which had persuaded all the rural districts that there is no area in the city currently available for significant development. He questioned the reason given for building on North Oxford Golf Course rather than Oxford City Golf Course namely that the landowners of the City Club would not release the land. He could find no member or officer of WODC who had contested it. He felt WTC should be making representations that the Oxford Unmet Need is not fully proven as there are areas of land in the city that he can see could be used for housing.

Cllr T Redpath summing up said that although the B&Y group did start off with the campaign that the development should not be on the green belt, they are now moving away from that and are looking at the legal aspects of the development, particularly in relation to the transport element and the real housing need. She reiterated the point that what the group are trying to do affects WTC as much as them and also confirmed that the group were advised by CPRE that there was strength in people working together rather than in isolation.

The Mayor requested a vote on the motion proposed by Cllr T Redpath which was seconded by himself:

- 1/ *WTC in principle supports association with the action group collaborative and works out an arrangement to enable this to happen; and*
- 2/ *WTC agrees to the shared use of the Bob Hindhaugh traffic and transport assessment.*

VOTE: For: 9 Against: 0 Abstaining: 2

RESOLVED: That the motion was carried.

Cllr J Cooper observed that there was a real dilemma as to whether Council should attempt to get a Judicial Review on the decision notice or await the full inspectors report, adding that there were pluses and minuses to both courses of action. He expressed his surprise that a decision notice had been issued before a full report.

Cllr P Redpath raised the issue of resources and time. He indicated that Council are running out of time and he felt that there are far bigger threats from the Cherwell Local Plan than the 300 houses on the WODC part of the Woodstock East site. He also advised that there has been talk of changing the boundary so that the 500 houses are incorporated in West Oxfordshire.

Cllr T Redpath expressed concern at the potential cost of seeking advice on the Woodstock East site decision and also wondered what real chance WTC would have, as councils have made that threat previously to WODC. She felt that if challenged WODC would be able to put up a pretty strong case. She concluded that WTC have to accept that they have lost on that one and concentrate on the other grounds for objection..

Cllr S Parnes summed up by saying that the fact that the consent was issued before the Inspector's final decision may be the key to Judicial Review. He repeated his view that even if there is no merit in Judicial Review, there could be value in obtaining Nicholas Kingsley-Smith's opinion, which would assist understanding of how judicial review could help WTC with future action. WTC had taken money from residents and should follow the process through.

The Mayor requested a vote on Cllr S Parnes' motion

that WTC take counsel from Mr Nicolas Kingsley-Smith.

Cllr S Parnes requested a named vote.

VOTE:

For:	4	Cllrs M Parkinson, S Parnes, J Cooper & U Parkinson
Against:	4	Cllrs F Collingwood, P Redpath; S Rasch & E Poskitt
Abstaining:	3	Cllrs T Redpath, A Grant & P Jay

As the vote was tied The Mayor used his casting vote against the motion.

RESOLVED: The motion fell.

WTC47/18 JOINT COMMITTEE FOR TOWN/PALACE DIALOGUE MEETING

The draft minutes from the meeting held on Monday 21st May 2018 were noted

WTC48/18 UPDATE OF PAPER - 'IDEAS FOR EXPLORATION WITH BLENHEIM':

The Mayor proposed the following motion (contained within the paper) which was seconded by Cllr J Cooper:-

“That the Questions listed be as appropriate either raised and discussed with Blenheim in the JCTPD or further investigated by a newly created Working Group on Town Strategy under SO 18 with terms of reference to investigate the questions and to report its conclusions to council, its membership to be set by council at its 12 June meeting”.

Cllr E Poskitt asked if Council really needed another working group on Town Strategy as she did not feel that it is for WTC to initiate a group starting up but rather to facilitate. Cllr A Grant recalled that at the May meeting Council agreed to facilitate a meeting place for Mr B Yoxall and other members of the Community Plan working group when established.

The Mayor argued that it would be negligent if Council made no serious attempt, in consultation with others, to think about the long and medium-term future of the town.

Cllr T Redpath said that many of the questions did not relate to Blenheim. The Mayor confirmed that those would be dealt with by the working party.

The Mayor proceeded to work through the question headings and vote on them accordingly.

1) TOURISM ACTION

VOTE: For: 4 Against: 5

RESOLVED: That the question would be deleted from the list.

2) CAR PARKING

VOTE: For: 9

RESOLVED: That the question would remain on the list.

3) EDUCATION

VOTE: For: 3 Against: 8

RESOLVED: That the question would be deleted from the list.

4) HEALTH CENTRE

VOTE: For: 4 Against: 4

As the vote was tied the Mayor advised the status quo decision leaves it out.

RESOLVED: That the questions would be deleted from the list.

5) OTHER COMMUNITY FACILITIES

VOTE: For: 7 Against: 0

RESOLVED: That the question would remain on the list.

6) LEISURE & RECREATION

VOTE: For: 3 Against: 5

RESOLVED: That the questions would be deleted from the list.

7) TRANSPORT/HIGHWAYS

VOTE: For: 7 Against: 1

RESOLVED: That the question would remain on the list.

The Mayor requested a vote whether the Blenheim discussion items in the motion should be approved.

VOTE: For: 9 Against: 1

RESOLVED: That the Blenheim discussion items in the motion should remain on the list for future action.

The Mayor requested a vote on whether the working party should be set up.

VOTE: For: 4 Against: 6

RESOLVED: That there would be no working party.

WTC49/18 CONTINGENCY PLANNING:

This item was deleted from the agenda as it had been added in error.

WTC50/18 CIVIC RECEPTION:

The Mayor explained that the proposed reception would be part of the town's observance of the centenary of the 1918 armistice. As there would be a cost to the council of £200, after crediting a donation of £100, he wished the Council to bless it formally. Cllr E Poskitt expressed concern that there are so many other things going on that weekend which may result in low attendance at the reception.

The Mayor request a vote on the proposal for the civic reception as outlined in the paper.

VOTE: For: 10 Against: 0 Abstaining: 1

RESOLVED: That the civic reception is approved.

WTC51/18 WOODSTOCK POETRY FESTIVAL BOOKING:

Cllr A Grant provided an overview of the background details as to how the booking clashing with the Poetry Festival arose and the proposal she put forward at a meeting with The Mayor, Rachel Phipps, Cllr J Cooper and Mr B Yoxall to reach a compromise which was not accepted by Rachel Phipps.

The Mayor had a different perception of the outcome of the meeting and in his report stated that an arrangement has been devised, whereby the Poetry Festival would have use of the rooms from 3pm and Rachel Phipps and her helpers could have access to the main room from 2.30pm to arrange seating etc. The Town Hall team led by the Deputy Mayor would be clear of the kitchen by 3pm.

Cllr M Parkinson indicated that if the Remembrance Sunday Reception was booked first then it should not be able to be pushed out, as bookings should be on a first come first served basis.

Cllr E Poskitt thought that the onus was on Councillors to ensure that the room is cleared up quickly after the reception to allow Rachel Phipps to get in and set up.

Cllr T Redpath felt strongly that Rachel Phipps should design the Poetry Festival program to fit in the two sessions in the time available. She expressed support of the comment Cllr M Parkinson made earlier.

Cllr J Cooper referred to paragraph 8 of Cllr A Grant's report '*This turned out to be a particularly unpleasant meeting, with little respect for those that died in both world wars and other conflicts*'. He asked for it to be recorded that if disrespect was shown that it was not intended. He also commented that as the Poetry Festival gave vibrancy to the town he would vote to facilitate the event. He also offered to lend his time to tidy up.

Cllr A Grant confirmed that a suggested compromise was not reached and would need to be presented to Council and therefore, proposed the following motion which was seconded by Cllr P Redpath:-

*WTC agrees that:
The Assembly room will be in use until 3pm by WTC for the occasion of the
Remembrance Reception and thereafter be available for the Poetry Festival Event.*

The Mayor requested a vote.

VOTE: For: 7 Against: 4 Abstaining: 0

RESOLVED: The motion was carried.

WTC52/18 COMMUNICATIONS WORKING GROUP:

The minutes of the Communications Working Group meeting held on Wednesday 30th May 2018 were noted without comment.

WTC53/18 GUIDED WALKS OF WOODSTOCK : CHURCHILL PARTNERS - CANCER RESEARCH UK:

The request to use the Assembly Room without charge for the above event was considered by Council and agreed.

WTC54/18 OXFORD AIRPORT CONSULTATIVE COMMITTEE MEETING MAY 16TH

Cllr S Parnes added a note that the airspace consultation is over and the committee have looked at all the submissions and is trying to refine a revised proposal to accommodate concerns that had been submitted.

The report from Cllr S Parnes was noted without comment.

WTC55/18 OALC SOCIAL MEDIA TRAINING:

This item has been deferred until the July meeting to allow Cllr S Parnes to submit his report.

WTC56/18 FLAG FLYING FOR ARMED FORCES DAY

Cllr S Parnes informed Council that since submitting his paper it has transpired that the Soldiers Of Oxfordshire (SOFO) will be holding an event on the 24th June that invites families of service people to visit their display on site. He felt it would be nice if they were walking through the town for them to see the flag being flown. He also confirmed that Witney had flown a similar flag in 2016, which gave an idea of how it might look.

Cllr S Parnes proposed the following motion as taken from his report which was seconded by Cllr P Redpath:-

Woodstock Town Council RESOLVES: The Town Council shall procure an Armed Forces Day flag (which costs less than £10 including delivery) to fly over the Town Hall for one week from 25th June 2018 and then annually for the same occasion, in support of the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets. This, in respect to the UK Armed Forces for their role in defending the UK and its interests, including their work around the world, promoting peace, delivering aid, tackling drug smugglers, providing security and fighting terrorism – all of which ultimately benefit – and sometimes involve - people of our Community. Additionally, on every occasion when a flag is flown over the Town Hall, the Council shall endeavour to post explanatory notice on a Town Hall window with information as to the occasion.

RESOLVED: Council agreed unanimously and the motion was carried.

EXCLUSION OF THE PUBLIC AND PRESS

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).

WTC57/18 PROPERTY MATTERS:

Cllr A Grant reminded Councillors that the July meeting would be held at the Community Centre due to the refurbishment of the Mayor's Parlour. She also mentioned that Katie Leppard had suggested changing the signage for the rooms/offices let at the Community Centre and branding them so they are consistent.

Cllr A Grant reported that the front of 24 Market Street and the window above had been painted white and were not in keeping with the rest of the Town Hall external decor which was cream. She had contacted Breckon and Breckon and asked them to check the tenant's lease.

CLlr A Grant said that in view of the costs Breckon & Breckon would obtain quotes for the front rear and side windows at the Community Centre separately. She advised that Katie Leppard had received one quote for the upstairs windows at the Community Centre and was expecting to receive another at the end of the week. Further details of these will , it is hoped, follow which the Mayor confirmed would be noted.

WTC58/18 MINUTES OF STAFFING PANEL MEETING HELD ON MONDAY 11th JUNE:

The Clerk advised that the minutes from the meeting had not been written up. Council were therefore, asked to approve the recommendations from the meeting as proposed by the Chair, CLlr U Parkinson:-

1. to continue using current staff contracts drawn up by Ellis Whittam. Future contracts may be drawn up by WTC HR advisor Bethan Osborne in line with the Town Clerk's contract.
2. to continue the Town Clerk's temporary 3 months' increase of 5 hours per week if justified by the Clerk's workload.
3. to increase the Deputy Caretaker's salary to the level of the NALC salary scale in line with the other members of staff.
4. to pay staff for the time spent on Ellis Witham E-Learning courses (as directed by the Clerk). It is recommended that the Deputy Caretaker attend a course for fire officers and first aiders (the Clerk to advise).
5. to add handyman's jobs to the Deputy Caretaker's duties as appropriate (Clerk to check with insurance company).
6. to advise staff that during the Town Clerk's annual leave the Mayor is the first point of contact in case of problems and other Town Councillors, as appropriate, for practical help.

The Mayor proposed that as these matters had been fully discussed by the Staffing Panel, Council should confirm those decisions.

RESOLVED: As no discussion followed items 1-6 were approved.

The meeting closed at 21.40hrs

Signed

Dated