

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 8<sup>th</sup> MAY 2018  
HELD AFTER THE ANNUAL TOWN COUNCIL MEETING  
IN THE TOWN HALL, WOODSTOCK.**

**PRESENT:**

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

Cllr. A Grant (Deputy Mayor)  
Cllr. J Cooper  
Cllr M Parkinson  
Cllr S Rasch  
Cllr P Redpath

**ALSO IN ATTENDANCE:** CCllr I Hudspeth and some twenty five members of the public which included Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

**WTC10/18 APOLOGIES FOR ABSENCE:**

Cllr D Davies

**WTC11/18 DISCLOSURES OF INTEREST:**

Cllr U Parkinson      **Item 18 Property Matters:** Prejudicial interest as she declared that she is the Chair of Woodstock Tennis Club.

**WTC12/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 13<sup>th</sup> March 2018:**

The minutes were approved with the following agreed amendments:-

WTC237/17      Item WTC216/17 amend 'Lesley' to 'Leslee'.  
WTC241/17      Paragraph twelve, remove the word 'the'.  
WTC201/17      Paragraph one, line 3 add the letter 'r' onto 'he' so the word reads 'her'.  
WTC208/17      Paragraph two, line 2 remove the word 'efficient' and replace with 'more effective'. Line four amend the word 'request' to read 'requested'.

**WTC13/18 PUBLIC PARTICIPATION SESSION:**

May Wylie raised the issue of the decision made by the Parochial Church Council (PCC) for the 2018 Christmas market to be run by a community based organisation (Wake Up To Woodstock). She provided background on how Caroline Casey a local person had taken a risk to start the 'Woodstock Christmas Market' in 2011 and through her the event has grown over the years with footfall reaching 5386 in 2017. She expressed dismay that the decision was made by the PCC without a bidding process and no transparency which raises questions about the fairness of the process and the reputation of Woodstock as a fair-trading body.

Rachel Phipps address the Council advising that she has run the Woodstock Poetry Festival for the past seven years and it has grown hugely during that time. She has been using the Assembly Room and Kitchen in the Town Hall for the past three years. When she came to

book the rooms for 2018 she was advised that they had already been booked for an exhibition commemorating the First World War. She expressed her surprise at this as the poetry festival is listed as a 'Woodstock Town Event' and explained that it would be very difficult to move the festival now and no other venue facilitates it as well as the Assembly Room. Rachel would like to co-exist with other events being held on the day but has suggested the exhibition part of the commemorations be held in either the Soldiers of Oxfordshire Museum or the Church. She will have no alternative but to cancel the poetry festival if she is unable to secure the booking of the Assembly Room and Kitchen.

Tracy Wray asked two questions relating to the current parking enforcement in Woodstock.

**Question 1** - Can it go back to how it was previously?

**Question 2 (directed to Cllr Hudspeth)** - Are the traffic wardens given targets of how many tickets they issue (performance targets)?

To which Cllr Hudspeth replied no.

Hilary Brown, speaking on behalf of Sustainable Woodstock gave a brief summary of the catastrophic effect single-use plastic has on the environment and outlined a proposal for the Council and local residents to support Woodstock in becoming a Single-Use Plastic Free Town. To achieve the status there would have to be a collective initiative involving and supported by many members of the community and businesses.

The Mayor thanked Hilary and confirmed that for the proposal to move forward Sustainable Woodstock require the support of a Councillor who would present a motion to Council at a future meeting.

Linda Glee, speaking on behalf of 'Heart of Woodstock' a group which over 70 residents and people working in the town have joined. She emphasised that the sudden reversal of the light touch enforcement regime without notice or consultation has caused great difficulties for those most immediately affected (residents, businesses and visitors). Some of the businesses who had previously been in support of the change to the enforcement policy, now feel that its implementation may deter shoppers from the town. One business owner has reported a marked drop in revenue since the change. Linda also indicated that the suspension of 9 or more parking bays in Rectory Lane and the additional vehicles of the contractors have put significantly more pressure on the residents of central Woodstock. She therefore would like to advocate a conservative parking policy and for now leave everything as it was, then consult widely over time to identify more changes, to allow 'Heart of Woodstock' representation on the Traffic Advisory Committee and look at other small changes.

Cllr S Parnes proposed that agenda items 6, 11, & 15 be brought forward to accommodate the relevance of them to the public participation session. There were no objections to the proposal.

#### **WTC14/18 COUNTY AND DISTRICT COUNCILLORS UPDATE:**

The monthly Parish report from Cllr Hudspeth was received by Council.

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.

Cllr Hudspeth commented that this was something that had moved in the last week since he had written his report in good faith. He reiterated that he had always been an advocate of residents parking permits and welcomed the fact that WODC are now agreeing to consider them.

Cllr S Parnes then asked if a Temporary Traffic Regulation Order (TTRO) for residents parking could be made?

Cllr Hudspeth said that this suggestion raised questions such as how many spaces, where would they be, who would be eligible for them. It would also involve signage being changed and the legal process to be completed. He indicated that the displacement parking in other parts of the town needed to be considered when looking at solutions.

Cllr P Redpath then raised the option of turning the town center (High Street and Market Street) into a one-way system, as Cllr M Parkinson had suggested at the Annual Town Meeting, which could create more parking spaces.

Cllr Hudspeth referred to the problem of traffic speeding up on a one way system and the rights of way at junctions.

Cllr P Redpath then asked if an area such as Rectory Lane could be set aside for residents' parking for which they would pay an annual fee?

Cllr Hudspeth referred back to his earlier response to Cllr S Parnes, namely that to implement any residential parking permit scheme would involve signage being changed and the legal process being completed.

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

#### **WTC15/18 110 LEGACY:**

Cllr J Cooper referred Council to his email that had been circulated to all Councillors and requested the endorsement of the Council in backing the 110 Legacy project. He also asked if Council wanted to invite Mr Huggins to visit during the ceremonies and to re-establish contact with The Marlborough School over the First World War graves as well.

The Mayor enquired as to who Rachel Phipps should contact regarding the conflict of booking. Cllr A Grant said that it had been thought that Woodstock Town Council should hold an exhibition to coincide with Remembrance Day and the centenary of the First World War and there would be a display around the edge of the Assembly Room. She has booked the room accordingly.

The Mayor proposed that Cllr J Cooper and Mr Brian Yoxall (as an adviser) should meet with Rachel Phipps to try and resolve the booking clash.

**RESOLVED:** Council unanimously agreed for the parties to meet and try to find a solution as soon as possible.

**Post Meeting Note:** A decision was not made by Council to endorse the 110 Legacy Project during the discussion.

**WTC16/18 WOODSTOCK CHRISTMAS MARKET, WOODSTOCK CHRISTMAS FAYRE AND CHRISTMAS LIGHTS:**

Councillor T Redpath gave a brief summary of her report on the situation regarding the Woodstock Christmas Market and the request from a trader for Woodstock Town Council to help facilitate an alternative venue for the event within the town.

Cllr S Parnes drew Council's attention to the Local Government Act 1972 Section 144 'Local Authority power to encourage visitors and provide conference and other facilities' which could be used if the Council wished to encourage the parties involved to seek a solution. He also referred to the personal details of the trader who emailed being inappropriately disclosed to both the venue organiser and the event organiser. Cllr S Parnes indicated that as not all parties are present Council did not have the full story sufficient to make a decision. He suggested that Council needs thorough consideration of how to accommodate all parties involved, since WTC could be perceived to be endorsing the event as it pays for the installation of the Christmas lights and publicises the event within its newsletter.

Cllr S Parnes proposed which was seconded by Cllr P Redpath

*That Woodstock Town Council approach the new event organisers and ask them if they could accommodate now and in future years the previous organisers being involved in the event.*

Cllr E Poskitt thought that WTC should not get involved. Cllr P Redpath responded that Cllr S Parnes was proposing that WTC advise both parties to get together and talk about it between themselves and resolve the problem. Cllr T Redpath explained that the Church had actually approached Wake Up To Woodstock to facilitate the event and reiterated her reasons for bringing it to Council for discussion. Cllr F Collingwood shared the view of Cllr E Poskitt that Council should not get involved. Cllr S Parnes summarised his understanding of the discussion. A vote was taken. Cllr S Parnes requested a named vote.

<b>VOTE:</b>	For:	5	Cllrs A Grant, P Redpath, S Parnes & U Parkinson
	Against:	6	Cllrs J Cooper, E Poskitt, F Collingwood, S Rasch, M Parkinson & P Jay
	Abstained	1	Cllr T Redpath

**RESOLVED:** The motion fell.

**WTC18/18 REPORT FROM THE TOWN CLERK:**

Council approved the following requests contained within the Clerks report:-

- Sustainable Woodstock to store their litter pickers in the Town Hall cellar (the Clerk to specify that they are kept in a metal container).
- Table to be lent to Hilary Brown with risk assessment.
- Use of the stocks during Woodstock Carnival (the Clerk to contact Mr Tonks to confirm how the stocks will be used during the Carnival).
- Collecting fallen wood by residents from Water Meadows as it is a public area but the residents do this at their own risk.
- Trees at the New Road Play Area to be cut to 12ft in future rather than 10ft as previously specified within the grass cutting tender.

Cllr F Collingwood asked the Clerk whether she had progressed the decision from a previous meeting that the staff contracts should be updated by the Councils HR adviser. The Clerk said

that she had emailed the request, but the timeframe for completion was 35 days.

**WTC18/18 COMMUNICATIONS:**

There were no communications from the Mayor.

**WTC19/18 QUESTIONS**

No questions were presented to Council.

**WTC20/18 MOTIONS PRESENTED TO THE COUNCIL:**

No Motions were presented to the Council.

**WTC21/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – APRIL 2018**

The report was received, no queries were raised.

**RESOLVED:** The payments totalling £27,019.73 made in the month of April 2018 were approved.

**RESOLVED:** The Bank Reconciliation Statements for April 2018 were noted.

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

**RESOLVED:** The Budget Carry-Forwards from 2017/18 to 2018/19 were approved.

**RESOLVED:** The National Salary Awards 2018-2019 were received and the implementation of them noted. Cllr F Collingwood advised that as only a 1% salary increase had been allowed for within the budget this would create a variance which will need to be adjusted within the budget review.

**WTC22/18 CONTINGENCY PLAN:**

Cllr F Collingwood referred to the English Heritage report which said that the approach to Woodstock should be kept rural, but he understood that in the latest draft that OCC traffic department had produced it had put in a set of traffic lights. Cllr Collingwood suggested that this is not consistent with a rural approach. He requested that OCC look into it and amend the plans. Cllr Hudspeth replied 'yes', they would. Cllr F Collingwood stated that this was a good example of what WTC might achieve by talking to people.

Cllr F Collingwood proposed the following recommendation which was seconded by Cllr M Parkinson:-

*That WTC approach the planners and the various bodies who can influence matters which we have identified in the working party brief and see if we can influence them while at all the times maintaining our objections to the housing.*

Cllrs S Parnes and P Redpath expressed their views and concerns relating to the proposal.

Cllr S Parnes requested a named vote.

<b>VOTE:</b>	For:	7	Cllrs M Parkinson, S Rasch, U Parkinson, F Collingwood, E Poskitt, J Cooper, P Jay
	Against:	3	Cllrs P Redpath, A Grant, S Parnes
	Abstained:	1	Cllr T Redpath

**RESOLVED:** The motion was carried.

**WTC23/18 RESPONSIBILITY FOR INDIVIDUAL SPENDING BUDGETS:**

Cllr F Collingwood gave a brief summary of the report compiled by himself and Cllr P Jay. He then proposed the following motion which was seconded by Cllr P Jay:-

*Woodstock Town Council shall without delay appoint a willing and able Councillor to support and work with the Town Clerk on each of the twelve projects listed within the report with the Town Clerk retaining full legal and executive responsibility. They shall expedite the conclusion of the project, seek the best outcome and speak to it in Council.*

A debate followed.

Cllr E Poskitt suggested amendment to the motion as highlighted below:-

*Woodstock Town Council shall without delay appoint a willing and able Councillor to support and work with the Town Clerk on **some** of the twelve **categories** listed within the report with the Town Clerk retaining full legal and executive responsibility. They shall expedite the conclusion of the project, seek the best outcome and speak to it in Council.*

The amendments were agreed.

Cllr P Redpath requested a named vote.

<b>VOTE:</b>	For:	6	Cllrs F Collingwood, M Parkinson, S Rasch, P Jay, J Cooper, E Poskitt,
	Against:	3	Cllrs P Redpath, A Grant, S Parnes
	Abstained:	2	Cllrs U Parkinson, T Redpath

**RESOLVED:** The motion was carried.

**WTC24/18 CHERWELL LOCAL PLAN:**

Cllr T Redpath reported that to date she had not received an answer from ICOMOS or English Heritage to her enquiry as to whether they would make representation at the enquiry. She also provided an update on her communication with the Begbroke and Yarnton Group (BYG) who are interest in working with WTC.

The Mayor suggested that Council invite Cllr T Redpath to act as the Council's 'Lead' person on Planning and Development, to which council unanimously agreed. Cllr T Redpath accepted the offer.

**WTC25/18 TOWN COUNCIL EMAIL ADDRESSES FOR COUNCILLORS:**

Council agreed to defer this item until the June meeting as no report had been submitted by Cllr S Parnes, who was awaiting receipt of some information.

**WTC26/18 TRAFFIC ADVISORY COMMITTEE:**

The minutes of the Traffic Advisory Committee were noted. Cllr T Redpath raised parking in Woodstock, confirming that WTC had listened at this meeting to a lot of comments about the parking situation. She recalled that WTC had actually put forward to WODC the resolution from the Annual Town Meeting calling for stricter enforcement of certain parking restrictions. That meeting had been open for all residents to attend and to express their views. Cllr T Redpath suggested that WODC should be asked to speed up the review.

Cllr E Poskitt brought to Councils attention Colin Carritt's proposal in to widen the footpath from Bladon to Hanborough Station. She then proposed the motion which was seconded by Cllr F Collingwood that

*'WTC work with Bladon and Long Hanborough Councils to request OCC to widen the footpath from Blandon to Hanborough Station.'*

**VOTE:** For: 11 Against: 0 Abstained: 0

**RESOLVED:** The motion was carried.

Cllr S Parnes added that the parking motion from the Annual Town Meeting included a request to *'leave unrestricted parking to accommodate residents'* and asked that Council keep monitoring the situation and remind WODC of this part of the resolution if necessary at a later date.

**WTC27/18 COMMUNITY PLAN:**

The Mayor invited Mr Brian Yoxall to give Council an outline of his ideas for progressing the Community Plan. Mr Yoxall stated that this should be initiated by the Council but with members of the community doing the work in a Steering Group. He advised that help with the administrative costs (up to £8,000) can be obtained as could specialist advice from Astrid Harvey at WODC. Mr Yoxall hoped that the Council would adopt his recommendation. A discussion followed.

Cllr P Redpath proposed that WTC should provide a meeting place free of charge for Mr Yoxall to hold a meeting, if he invited those people who are keen to be involved and advertised the meeting.

Cllr P Redpath asked Mr Yoxall if he could progress that without the endorsement of the Council other than it providing it with rooms as required. Mr Yoxall agreed that he could.

Motion proposed by Cllr P Redpath which was seconded by Cllr T Redpath:-

*'That WTC endeavor to facilitate a meeting place for this group.'*

**VOTE:** For: 10 Against: 1 Abstained: 0

**RESOLVED:** The motion was carried.

**WTC28/18 PROPERTY MATTERS:**

Cllr A Grant advised Council that the redecoration of the Mayor's Parlour was progressing well.

She referred to the list of work that she would like Council to consider within her property report.

Cllr A Grant also confirmed the Clerk had been told that the Corsican Pine tree within the car park of Woodstock Bowls and Tennis Club will be removed on Tuesday 15<sup>th</sup> May.

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

*That WTC write a letter to Woodstock Bowls and Tennis Club requesting them to please plant another tree in the place where the other one has been removed.*

Cllr J Cooper expressed his view that Woodstock Bowls and Tennis Club should not be expected to pay for a replacement tree. Cllr F Collingwood indicated that it would be nice if WTC planted the tree themselves. Cllr P Redpath said that a 10ft tree would cost approximately £120. The Mayor proposed a compromise that WTC offer to pay half the cost of replacing the tree. Cllr P Redpath accepted the amendment to his motion.

*That WTC write a letter to Woodstock Bowls and Tennis Club requesting them to please plant another tree in the place where the other one has been removed and WTC would be willing to pay half the cost.*

**VOTE:** For: 11 Against: 0 Abstained: 0

**RESOLVED:** The motion was carried.

Cllr A Grant reported that the gutter clearing at the Town Hall and Community Centre had already been given the go-ahead by the Town Clerk as this work was deemed urgent and within her delegated authority. The blocked guttering was having a detrimental effect on both buildings.

Cllr F Collingwood said that the cost of clearing the gutters of the residential properties could come from the 'unspecified property repairs' budget.

Cllr F Collingwood proposed and was seconded by Cllr A Grant:-

*That the quote from company B within the property report be accepted for the outstanding properties in Park Street and Market Street.*

Cllr J Cooper requested assurance that the money will be recharged to the properties in Market Street on their full-repairing lease.

Cllr A Grant assured him that this would be brought to the attention of WTCs Property Agent.

**VOTE:** For: 11 Against: 0 Abstained: 0

**RESOLVED:** The motion was carried.

Cllr T Redpath proposed and seconded by Cllr J Cooper:-

*That Cllr A Grant is permitted to investigate options and obtain quotes (working with the Property Agent) where applicable for all work listed in the property report.*

**RESOLVED:** Council voted unanimously that the Clerk and Cllr A Grant should inform the Property Management Agent of this decision.

The meeting closed at 21.40hrs