

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 15<sup>th</sup> JANUARY 2019  
IN THE TOWN HALL, WOODSTOCK**

**PRESENT:**

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

Cllr. J Cooper  
Cllr S Parnes  
Cllr S Rasch  
Cllr T Redpath

**ALSO IN ATTENDANCE:** Four members of the public. Mr B Yoxall attended on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

The Deputy Mayor, Cllr A Grant welcomed the members of the public to the meeting and informed them that due to the Mayor, Cllr P Jay being in hospital she would be chairing the meeting.

**WTC189/18 APOLOGIES FOR ABSENCE:**

Cllrs D Davies, P Jay, U Parkinson and Cllr I Hudspeth. Cllr S Rasch sent apologies stating that she may arrive late for the meeting.

**WTC190/18 DISCLOSURES OF INTEREST:**

Cllr J Cooper	<b>Item 9 Blenheim Talks:</b> Prejudicial interest as he is a Director of Community Trust Oxfordshire.
Cllr J Cooper	<b>Item 10 Planning:</b> Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr A Grant	<b>Item 10 (a) Planning:</b> Personal interest as the property is at the bottom of her garden (28 Brook Hill) and backs onto a privately owned access path for 26 – 31 Brook Hill.
Cllr E Poskitt	<b>Item 10 Planning:</b> Personal interest as she is a member of WODC Uplands Planning Sub-Committee.
Cllr E Poskitt	<b>Item 21 Request for loan of funds to aid publication of ‘Woodstock It’s Buildings and People’:</b> Personal interest as she is one of the authors of the proposed book from which she will earn no money as all proceeds go to charity
Cllr M Parkinson	<b>Item 16 Refuse Collection Bins Obstructing Highways :</b> Personal interest he works at The Star Inn, Woodstock.

**WTC191/18 PUBLIC PARTICIPATION SESSION:**

None.

**WTC192/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 11<sup>th</sup> DECEMBER 2018:**

The minutes of the meeting held on 11<sup>th</sup> December were approved without amendment:-

Cllr S Parnes requested that his name was recorded as voting against the approval of the minutes. He stated that recording his absence without sending apologies in the minutes was inconsistent with how absences from meetings have been previously recorded.

Cllr S Rasch joined the meeting at this point (7.37pm).

**WTC193/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:**

The monthly Parish report from Cllr I Hudspeth was noted without comment or question due to him not being in attendance at the meeting.

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

**WTC194/18 COMMUNICATIONS:**

The Deputy Mayor, Cllr A Grant confirmed that £400 collected from the Mayor's Carols had been sent to the Mayors chosen charity Oxford Youth.

**WTC195/18 QUESTIONS:**

No questions were presented to Council.

**WTC196/18 MOTIONS PRESENTED TO THE COUNCIL:**

No motions were presented to Council.

**WTC197/18 BLENHEIM TALKS PROGRESS REPORT:**

Cllr J Cooper left the room at the point due to declaring a prejudicial interest.

Cllr T Redpath provided a summary of the presentations given by the potential facilitators and confirmed that the Steering Group had agreed to recommend the appointment of Community First subject to checks of their previous outcomes and for an early confirmation of a methodology to meet the Woodstock requirements.

Cllr E Poskitt reiterated that town wide public consultation is essential and the ideas must come from the residents within the community.

A brief discussion followed during which the Deputy Mayor, Cllr A Grant raised her concerns that due to the Mayor's current ill health he would not be able to fulfil his commitment as a member of the steering group.

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

*that in the absence of the Mayor, Cllr P Jay WTC ask Cllr T Redpath and Cllr M Parkinson to continue as part of the group and proceed as previously planned.*

Cllr T Redpath suggested the following amendment to the motion:-

*that in the absence of the Mayor, Cllr P Jay WTC ask the Deputy Mayor, Cllr A Grant to deputise as and when necessary for the Mayor and for Cllr T Redpath and Cllr M Parkinson to continue as part of the group and proceed as previously planned.*

Cllr E Poskitt accepted the amendment and a vote was taken.

**VOTE:** For: 7 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

A vote was then taken on the Steering Group's recommendation to appoint Community First as Facilitator subject to checks of their previous outcomes and for an early confirmation of a methodology to meet the Woodstock requirements.

**VOTE:** For: 7 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

Council confirmed that they were in agreement with the recommendation from the Steering Group to appoint Community First as the facilitator for consultation.

Cllr J Cooper returned to the room at this point (7.49pm).

The Mayor, Cllr P Jay had asked that the email correspondence received from Mr Stan Scott in which he raised questions relating to the development on the fields adjacent to the back of the houses on Hill Rise in Old Woodstock was considered. The Deputy Mayor confirmed that the questions he raised were answered at the Joint Council Palace Dialogue meeting which had been held the previous day and Mr Scott had been in attendance.

The Deputy Mayor, Cllr A Grant proposed that agenda item 21 Request for loan of funds to aid publication of 'Woodstock, Its Buildings And People' was brought forward for discussion.

Council agreed unanimously in favour of bringing the agenda item forward.

**WTC198/18 REQUEST FOR LOAN OF FUNDS TO AID PUBLICATION OF 'WOOSTOCK, ITS BUILDINGS AND PEOPLE':**

Council considered the request from Dr Robert Edwards on behalf of Woodstock and the Royal Park, 900 years of History Association for a loan of £1,000 to assist them in completing Woodstock, its Buildings and People, an illustrated historical guide for residents and visitors.

The Deputy Mayor, Cllr A Grant advised that Council presently do not know if this is something within their power to agree.

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

*Council agreed in principle to loan Woodstock and the Royal Park, 900 years of History Association £1,000 towards producing the publication but ask the Clerk to clarify whether it is within their power.*

A vote was taken.

**VOTE:** For: 7 Against: 0 Abstaining: 1

**RESOLVED:** The motion was carried.

Cllr S Parnes proposed that agenda item 18 – ‘Polling Cards for Town Council Election’ was brought forward for discussion at this point in the meeting. The Deputy Mayor, Cllr A Grant stated that it would be discussed after the Planning agenda item.

#### **WTC199/18 PLANNING:**

Council considered the following planning applications:

Ref: APPLICATION NO: 18/03457/FUL 17 Bear Close, Woodstock

Erection of new semi-detached dwelling with associated parking and shared turning areas

**RESOLVED:** WTC object to this application on the grounds that the size of the development will have an impact on the highway situation in Bear Close as it is a substandard road which already experiences continual congestion.

Ref: APPLICATION NO: 18/03280/FUL Land To The Rear Of 36 Shipton Road, Woodstock

Erection of a new bungalow with associated parking area and new access on land to the rear of 36 Shipton Road.

**RESOLVED:** WTC object to this application on the grounds that as Cottesway Housing have not given permission for the proposed property to have access via Ryegrass the application is not viable as the property cannot be accessed via Shipton Road.

Ref: APPLICATION NO: 18/03442/FUL 3 High Street, Woodstock

Replace existing front window with a door to provide a separate access into beauty salon.

Ref: APPLICATION NO: 18/03443/LBC 3 High Street, Woodstock

Internal and external alterations to include replacement of existing front window with a door, to provide a separate access into beauty salon, and to block up one internal doorway.

**RESOLVED:** WTC have no objection to the application but would like it known that they own 4 Market Street which is directly behind the property.

Ref: APPLICATION NO: 18/03561/ADV 43 Oxford Street, Woodstock

Erection of fascia and hanging signs

**RESOLVED:** WTC have no objection to this application.

Ref: APPLICATION NO: 18/03413/HHD 63 Oxford Street, Woodstock

Removal of two storey rear extension, erection of single storey extension, internal alterations and associated works.

**RESOLVED:** WTC have no objection to this application.

Ref: APPLICATION NO: 18/03414/LBC 63 Oxford Street, Woodstock

Removal of two storey rear extension, erection of single storey extension, internal alterations and associated works.

**RESOLVED:** WTC have no objection to this application.

Cllr J Cooper seconded Cllr S Parnes earlier proposal that council bring item 18 forward for discussion at this point of the meeting.

Council agreed unanimously in favour of bringing the agenda item forward.

**WTC200/18 POLLING CARDS FOR TOWN COUNCIL ELECTION:**

Cllr T Redpath referred to the statistic that she circulated to Councillors in January 2018 with regard to the issuing of Polling Cards

9th September 2010 - Linda Glees elected  
There were no poll cards and the turnout was 20.37%

26th September 2013 - Emma Jay elected  
The Town Council had voted to have poll cards and the turnout was 17.90%

With regard to the forthcoming election Cllr T Redpath proposed the following motion in the absence of Cllr P Jay which was seconded by the Deputy Mayor, Cllr A Grant:-

*Statistics show that Polling Cards do not make a difference to the turn-out of voters and therefore WTC agrees that there is no need for polling cards to be sent out for the forthcoming election on Thursday 21st February*

Cllr S Parnes expressed his disappointment that the agenda or the paper did not indicate clearly that this issue is here before Council because a by-election had been called by residents to fill the vacancy. He also stated that the statistics in the report were based on two specific elections out of the six elections within the last two Council terms from which statistics could have been taken. He also stated that the full Council election that Councillors are currently serving was the first election in twelve years that was contested. In all the other by-elections that mentioned only one had not been contested. He said there was a real appetite for the constituents to be able to select candidates who are able and willing to stand before the electors of this town.

Cllr S Parnes went on to say that the purpose of the poll cards should not be to increase turnout. He stated that the official poll card is a document sent to each and every individual voter shortly before the election which includes information about the election – date, polling station locations, hours, electoral number and other official information which cannot be expected to be provided by candidates. He felt they were an important aspect of an election.

A lengthy discussion followed during which the cost of issuing poll cards, candidate literature and co-option were debated.

Councillors were reminded of the following motion previously proposed by Cllr T Redpath in the absence of Cllr P Jay which was seconded by the Deputy Mayor, Cllr A Grant:-

*Statistics show that Polling Cards do not make a difference to the turn-out of voters and therefore WTC agrees that there is no need for polling cards to be sent out for the forthcoming election on Thursday 21st February*

A vote was then taken. Cllr S Parnes requested a named vote.

**VOTE:** For: 5 (Cllrs A Grant, E Poskitt, S Rasch, P Redpath & T Redpath)  
Against: 3 (Cllrs J Cooper, M Parkinson & S Parnes)  
Abstaining: 0

#### **WTC201/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – DECEMBER 2018**

Cllr J Cooper proposed that Council approve the payments for December and that the Bank Reconciliation and Income and Expenditure Statements be noted as satisfactory.

**RESOLVED:** The payments totalling £20,132.11 in the month of December were approved.

**RESOLVED:** The Bank Reconciliation Statements for December were noted as satisfactory.

**RESOLVED:** The summary and detailed Income & Expenditure Statements for December were noted as satisfactory with the following points raised by the Deputy Mayor, Cllr A Grant:-

- Cllr M Parkinson is authorised as a signatory for Council banking purposes including cash withdrawals for petty cash purposes.
- Carter Jonas are removed from the income and expenditure spreadsheet

Cllr T Redpath in the absence of the Mayor, Cllr P Jay raised the Mayor's concerns in relation to the current budget underspends and the lack of tracking of projects and proposed the following motion which was seconded by the Deputy Mayor, Cllr A Grant:-

*WTC agrees that:*

- 1. The Clerk and RFO should keep a list of all projects implied by the budget for the current year;*
- 2. The Council should receive a monthly spreadsheet update on the progress of each project and the expected outcome for the financial year;*
- 3. The Council should as a routine matter consider this report each month;*
- 4. The spreadsheet to include administrative and planning progress of the project as well as financial.*

**RESOLVED:** Council agreed unanimously in favour and the motion was carried.

Cllr P Redpath informed Council that the Millstream bank repairs are being pursued but requested an update from the Wychwood Project on the progress of the repairs.

**RESOLVED:** Council voted unanimously in favour of the Clerk contacting James Aylward of the Wychwood Project to provide Council with an update at the next meeting in February.

#### **WTC202/18 CHERWELL DEVELOPMENT PROPOSALS:**

Cllr T Redpath gave a brief summary of her report during which she advised Council that Shipton-On-Cherwell Parish Council had not made an official comment on the 500 proposed dwellings included in the Cherwell Local Plan Part 2. She confirmed that the Clerk of Shipton-

On-Cherwell Parish Council had requested that Woodstock Town Council send an official comment that they could submit in response to the Oxford City Plan consultation for which the submission deadline is 24<sup>th</sup> January.

Cllr E Poskitt suggested that the letter makes it clear that there is still an opportunity for them to make comment.

Cllr J Cooper commended Cllr T Redpath on producing a tremendous and comprehensive report.

Cllr S Parnes drew attention to the fact that Shipton-On-Cherwell Parish Council would enjoy the income from the proposed dwellings but all the drain and burden will fall on Woodstock Town Council.

Cllr M Parkinson asked the District Councillors 'what are the chances that the borders are changed to include the land on Upper Campsfield Road?'

Cllr J Cooper responded that an application had already been made to the Audit and General Purposes Committee of WODC. He said one of the challenges that WTC may have in the request being approved is that it is a parliamentary boundary and advised that a decision should be received before the Annual Town Council Meeting.

A vote was taken on whether the letter with the amendment suggested by Cllr E Poskitt should be sent to the Clerk of Shipton-On-Cherwell Parish Council.

**VOTE:** For: 7 Against: 0 Abstaining: 1

**RESOLVED:** Council agreed for the Clerk to send an amended version of the letter.

Cllr T Redpath referred to the document produced by Graham Keevill which outlined additional heritage issues for consideration at the Examination In Public (EIP) being held on 12<sup>th</sup> February at which (as previously agreed) he will be representing Woodstock Town Council. Cllr T Redpath proposed that her name also goes forward as a representative which will allow her to feed him any information he may need. She then went on to propose that the Mayor, Cllr P Jay's name is put forward to attend to Main Hearing on the 5<sup>th</sup> February if he is well enough. After a short discussion it was agreed to register a representative (name to be confirmed nearer the date) to attend with the option of addressing the Inspector.

**RESOLVED:** Council agreed in favour of Cllr T Redpath attending the Examination in Public as WTC's second representative and to register a representative (name to be confirmed nearer the date) to attend the Main Hearing on 5<sup>th</sup> February.

Cllr T Redpath confirmed that the Cherwell Development Watch Association (CDWA) have found a barrister who is prepared to meet and initially go through their legal position with them. CDWA have asked whether the £2,000 pledged by WTC could be released to them now which led to Cllr T Redpath to raise the question with Council as to whether WTC should give them the money now or wait until they have invoices for any expenditure.

**RESOLVED:** Council agreed in favour of the Clerk writing to CDWA and reaffirming the pledge of up to £2,000 towards their legal advice and representation and asking them to contact the Clerk when they receive any invoices at which time WTC would be happy to release funds

towards the payment of those costs.

A further discussion was held relating to the Oxford Unmet Need and the unsoundness of those figures.

#### **WTC203/18 LAWN CEMETERY EXTENSION:**

The Deputy Mayor, Cllr A Grant referred the report she had produced and stated that Council need to move forward with a layout plan for this extension. She suggested that the Administrative Assistant and the Clerk should meet with a suitable designer to discuss and collate ideas for this layout plan which will be brought back to Council for consideration. The question of whether Council wished to form a small working group for this project was discussed. Cllr E Poskitt said that the Deputy Mayor should be part of the group as she has a good understanding and knowledge of cemeteries. Cllr J Cooper proposed that Cllr T Redpath was also part of the working group as she had recent experience in this area.

**RESOLVED:** Council agreed in favour of the Deputy Mayor Cllr A Grant, Cllr T Redpath the Administrative Assistant and the Clerk, forming a small working group to progress the design and layout of the Lawn Cemetery Extension.

The Deputy Mayor, Cllr A Grant proposed the following motion which was seconded by Cllr E Poskitt in the absence of the original seconder the Mayor, Cllr P Jay:-

*WTC agrees that:-*

- (i) The Clerk arranges for a professional designer to produce a suggested layout plan of the Lawn Cemetery extension and brought to council for agreement.*
- (ii) Once the plans are agreed the Clerk obtains quotes for the ground work giving the Council an indication of the total cost of this project with a view for budgetary provision for this work to be carried out as soon as possible*

Cllr E Poskitt proposed the following amendment to the motion:-

- (i) The Clerk to obtain quotes and costs from professional designers for producing a suggested layout plan of the Lawn Cemetery extension which will be brought back to council for agreement;*

*Once the plans are agreed the Clerk obtains quotes for the ground work giving the Council an indication of the total cost of this project with a view for budgetary provision for this work to be carried out as soon as possible*

The Deputy Mayor, Cllr A Grant accepted the amendment.

**RESOLVED:** Council agreed unanimously in favour and the amended motion was carried.

#### **WTC204/18 WODC MEETING WITH TOWNS AND PARISHES : THURSDAY 7<sup>th</sup> MARCH 2019**

Council discussed which Councillors' names would be put forward to attend the above meeting. It was eventually suggested that two representatives would attend.



**RESOLVED:** Council agreed that the Clerk would respond and advise that two representatives from Woodstock Town Council would be attending and their names would be confirmed nearer the time.

**WTC205/18 THAMES WATER UPDATE ON ODOUR AT BROOK HILL SEWERAGE PUMPING STATION:**

Council agreed that more information on the matter was required and it would be deferred to the February meeting.

**WTC206/18 REFUSE COLLECTION BINS OBSTRUCTING HIGHWAYS**

Cllr M Parkinson advised Council that he had an informal chat with the Manager of The Crown about the refuse bins they have lining the cobbled area to the side of the pub. The Manager thought they had been granted permission by West Oxfordshire District Council to use the area where the bins are currently located and stated that there was nowhere else the bins could go. He asked Cllr M Parkinson whether they could get planning permission to erect some sort of cover for the bins and whether they could have any financial support from the Town Council to help with that.

Cllr E Poskitt confirmed that there is a problem with The Crown leaving beer barrels as well as refuse bins at the side of the pub by the walkway onto Oxford Road. This has been a long term issue.

The state of the bins in the summer months was mentioned, as was an objection to the Council being asked to provide financial support towards a cover for the bins.

Discussion followed during which concerns about other bins being left on pavements outside houses in central Woodstock on non-collection days were raised.

Cllr M Parkinson proposed the part a) of the motion which was seconded by the Deputy Mayor, Cllr A Grant.

WTC agrees that:

- a) The Clerk should write a letter on official headed letter from the Woodstock Town Council requesting the relevant households to keep the domestic bins in a more appropriate place and not on the pavement.*

**RESOLVED:** The Council voted in favour and the motion was carried.

Cllr M Parkinson proposed the part b) of the motion which was seconded by the Deputy Mayor, Cllr A Grant.

WTC agrees that:

- b) The Clerk contact the Proprietors of the Commercial properties to arrange a meeting (individually if preferred) with the Clerk and 2 Councillors to discuss appropriate options for storage of the bins.*

Cllr P Redpath suggested the following amendment to the motion:-

*The Clerk to send letters to the Proprietors of the Commercial properties putting*

*forward the concerns Council has.*

Cllr M Parkinson did not accept the amendment and reiterated that Council should work with the businesses to find a solution.

A vote was taken on the original part b) of the motion.

**VOTE:** For: 7 Against: 1 Abstaining: 0

**RESOLVED:** The Council voted in favour and the motion was carried.

**WTC207/18 TOWN HALL CELLAR AND WAKE UP TO WOODSTOCK STORAGE:**

Cllr A Grant expressed concern of fire hazards arising from community based external organisations using the Town Hall Cellar to store potentially flammable items. She suggested that before Council agree to any requests the Clerk contact the local Fire Officer to ascertain what would be permissible for those organisations to store and the safest way of storing any potentially flammable items.

A brief discussion followed during which it was agreed that the old wooden magistrate's court stage that had been stored for many years should be disposed of as it is full of woodworm.

Cllr T Redpath suggested drawing up an agreement which stipulates how much storage space each community based external organisations is permitted to use which would include some guidelines on keeping the area clear and tidy.

**RESOLVED:** WTC agreed for the Clerk would consult the local fire officer with regard to storage and fire safety in the cellar of the Town hall and would use these guidelines to draw up an agreement for storage.

**EXCLUSION OF THE PUBLIC AND PRESS**

*It was then proposed by Cllr E Poskitt and seconded by the Deputy Mayor, Cllr A Grant 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).*

Mr Brian Yoxall and the members of the public left the meeting at this point.

**WTC208/18 WTC PROPERTY PORTFOLIO:**

Cllr A Grant reported that the new windows at the community centre were in the process of being fitted and brought to Councils attention that restrictors should be fitted to the upstairs windows for safety.

**RESOLVED:** Council agreed to ask the company fitting the windows to add the restrictors whilst on site within a maximum budget of £200.

The cost of preparing a licence agreement for Cobbled Area was discussed. The Deputy Mayor, Cllr A Grant confirmed that the land is definitely owned by Woodstock Town Council.

**RESOLVED:** Council agreed that the Clerk contact Breckon and Breckon to request further information of this issue to explore whether there is a less expensive way of drawing up an agreement for the tenant to sign.

The quotes for repairing the flooring in 6 Park Street were considered. Cllr J Cooper proposed to accept the recommendation from Breckon and Breckon which was seconded by Cllr M Parkinson.

**RESOLVED:** Council unanimously agreed with the recommendation from Breckon & Breckon to use Company 1 to replace the flooring in 6 Park Street at a cost of £2850 including VAT whilst noting a possible increase in price if any work is required on the damp course.

Council considered the quotes for installing heating in 6 Park Street. The Deputy Mayor, Cllr A Grant proposed to accept the quote from Company 2 which was seconded by Cllr J Cooper.

**RESOLVED:** Council unanimously agreed to Company 2 installing the electric heating at a cost of £2,300 including VAT.

The two lease offers received by Breckon and Breckon were considered by Council.

**RESOLVED:** The Clerk would ask Breckon & Breckon to continue advertising the property and to confirm that Council did not agree with offering any rent free periods to potential tenants.

The disposal of the saleable items in one of the vacant properties was discussed.

The Deputy Mayor, Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

*WTC agrees that:*

*The Working Party makes a list of these items with a price guideline and open up the premises for a pop up sale towards the end of January with appropriate advertising.*

**RESOLVED:** The Council voted unanimously in favour and the motion was carried.

#### **WTC209/18 SOLICITORS INVOICES – FORFEITURE OF LEASE FOR 6 PARK STREET:**

The two recent invoices received from Freeth Solicitors for the sum of £4446.00 plus VAT £888.80 were considered by Council.

**RESOLVED:** Council agreed in favour of paying both invoices.

Council also discussed at length the enforcement options available in relation to the outstanding rent arrears.

Cllr P Redpath proposed that the Council in accordance with Freeths' advice serve a Statutory Demand for the outstanding rent arrears which was seconded by Cllr M Parkinson:-

**RESOLVED:** Council agreed for Freeths to serve a Statutory Demand for the outstanding rent arrears and for the Clerk to check with Freeths whether there is a time limit in which WTC have to obtain a County Court Judgement.

The meeting closed at 21.59hrs