

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th FEBRUARY 2020
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Bleakley
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath

Cllr M Parkinson (Deputy Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr T Redpath

ALSO IN ATTENDANCE: Seven members of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

The Mayor asked members of the Council to join her in a one minute silence as a mark of respect for Honorary Townsman, former Woodstock Councillor and Mayor Colonel Nigel Clifford MBE.

WTC200/19 APOLOGIES FOR ABSENCE:

Cllrs D Davies and S Rasch.

WTC201/19 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.
Cllr J Cooper	Item 16 Woodstock Town Council Spring Newsletter: Personal interest as he is a member of the Youth Club Committee
Cllr A Grant	Item 10 Planning: Personal interest as 17 Bear Close is at the rear of her property.
Cllr A Grant	Item 16 WTC Woodstock Town Council Spring Newsletter: Personal interest as she is the Secretary of the Youth Club
Cllr P Jay	Passim: Personal interest as he is a resident of the Retreat, Banbury Road.
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.

WTC202/19 PUBLIC PARTICIPATION SESSION:

Mr Graham Brown a member of Sustainable Woodstock addressed Council on the issue of Climate Emergency and confirmed that Sustainable Woodstock fully supported the motion proposed by Cllr J Bleakley for a presentation in Woodstock to raise awareness of the Climate Emergency. On behalf of Sustainable Woodstock he requested that Woodstock Town Council actively promote awareness of the Climate Emergency and create a local plan of action to reduce our effect on Climate Change.

Mrs Emma Jay a local resident and former Councillor, addressed Council with her concerns regarding a possible proposal to put a bypass around the Rollright Stones. She provided Council

with a brief history of the A44A campaign to reduce HGV traffic on the A44 between Oxford and Evesham and urged Council to oppose this if it is proposed in the future.

The Mayor then proposed to bring Agenda Item 15 - Climate Emergency forward.

It was **resolved** to bring Agenda Item 15 forward.

WTC203/19 CLIMATE EMERGENCY:

A discussion followed during which Cllr I Hudspeth confirmed that the matter was raised at a meeting he attended in Chipping Norton back in November 2019 but no definite proposal had come out of that meeting.

Cllr P Redpath proposed the following motion:-

WTC calls on Oxfordshire County Council to:-

- i) encourage take up of their own accepted advisory route on an improved A40, a downgrade of the A44 around Chipping Norton with improved signage, arranging for the highlighting of the advisory route on Sat Navs, and putting more freight on the improved rail service.*

and

- ii) liaise with Gloucestershire County Council and together liaise with Warwickshire County Council to enable the improved route to be more widely used.*

The motion was seconded by Cllr M Parkinson.

It was **resolved** to approve the motion and for the Clerk to forward it to the appropriate Oxfordshire County Council Officers.

Cllrs E Poskitt and J Cooper offered to meet with the WODC Climate Change Officer and obtain some suggestions for a local plan for use by WODC residents to reduce their impact on the Climate.

Cllr M Parkinson informed Council that he had been approached by Mr Dominic Hare, CEO Blenheim to try and establish a working group or an information exchange mechanism between WTC and Blenheim so that initiatives can be shared and linked. Cllr E Poskitt suggested that it is added as a permanent item to the Town Palace Dialogue agenda to facilitate sharing information about initiatives and future ideas. Cllr M Parkinson said that he and Cllr E Poskitt would also meet with Blenheim if required outside of the meeting timeframe.

Cllr E Poskitt advised Council that, at a meeting that she and Cllr M Parkinson had attended at Blenheim Offices, Mr Dominic Hare had agreed that Blenheim would be prepared to appoint a surveyor to survey the Community Centre roof and ascertain whether it would hold solar panels and also check the roof for asbestos.

WTC204/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 14th January 2020

It was **resolved** that the minutes of the meeting held on Tuesday 14th January 2020 were a true record of the January meeting with the following amendments:-

WTC187/19 paragraph 4, line 4 add the word 'not' between the words 'should' and 'have'.

WTC189/19 paragraph 1, line 3 delete the words 'the other parties' and add the words 'OCC and WODC'.

WTC205/19 REPORT FROM THE TOWN CLERK:

The majority of the report contained points for information and updates on actions from the January meeting. Council approved the following four items:-

It was **resolved** to agree the payment of the Wychwood Invoice received on 20th January for the cost of £528 which covers work undertaken between August and November 2019.

It was **resolved** to continue their Community First Oxfordshire membership for 2020/21 at a cost of £70.

It was **resolved** that the Clerk to arrange for the two willow trees (G7) which were marked as 'High Priority' for attention within the Annual Tree Report to be felled as a matter of urgency at an estimated cost of £700.

It was **resolved** to approve the risk assessment for 2019/2020 which has been circulated electronically.

It was **resolved** that the Clerk write to the Editor of the Oxford Mail and request confirmation that the letter the Town Clerk had sent in response to the article in the Oxford Mail on 4th January had actually been published.

It was **resolved** that the Clerk would invite Neil Clennell and Toby Swift from the Wychwood Project to attend the March Town Council meeting and provide an update on the Water meadows Management Plan.

WTC206/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

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

Cllr T Redpath asked for an update on the outcome of the County Council discussion to take over the South Oxfordshire Local Plan. Cllr I Hudspeth confirmed that if the Secretary of State invites Oxford County Council to continue progression of the South Oxfordshire Local Plan they would agree to that and move it forward.

The District Councillors' report was received by Council without questions or comments.

WTC207/19 COMMUNICATIONS:

The Mayor did not have any items to communicate.

WTC208/19 QUESTIONS

No questions were received prior to the meeting.

WTC209/19 MOTIONS PRESENTED TO THE COUNCIL:

The following motions were considered by Council:-

Motion proposed by Cllr J Bleakley and seconded by Cllr D Davies:
Woodstock Town Council (WTC) Resolves:-

To host a Climate Change presentation / lecture with a questions and answers session – ‘Heading for Extinction’ in The Community Centre on Friday 6th March 2020 or any day in March 2020 that the Community Centre is available. WTC will provide that facility free of charge as it is a non-chargeable lecture for the community.

In the absence of Cllr D Davies the motion was seconded by Cllr P Redpath.

Cllr J Cooper stated that he was not happy to support the facility being provided free of charge but he was happy to pay for the hire of the hall from his District Councillors allowance.

During the debate that followed Cllr E Poskitt suggested splitting the motion into two parts. This was not supported. Cllr T Redpath stated that WTC had resolved in a previous motion that they were happy to talk about Climate Change but not in connection with Extinction Rebellion.

Council voted against providing the Community Centre free of charge and the motion fell.

Motion proposed by Cllr John Bleakley and seconded by Cllr Dave Davies:

Woodstock Town Council (WTC) Resolves that -

Woodstock Town Council will cover the cost of the stage hire for the VE Day Celebrations scheduled for May 9th 2020. This will be the same stage setup as used for ‘night of 1000 candles’.

The cost of the stage hire and setup is £505.20 as per the Startech quote dated 31st January 2020.

In the absence of Cllr D Davies the motion was seconded by Cllr A Grant.

A short discussion followed and Cllr A Grant proposed to agree the motion in principle on the proviso of the entertainment being sourced and the event being held.

It was **resolved** to agree the motion in principle on the proviso of the entertainment being sourced and the event being held.

WTC210/19 PLANNING:

Council considered the following applications and their responses are shown below:-

Ref: APPLICATION NO: 19/03539/FUL 17 Bear Close, Woodstock
Erection of two flats with associated parking and gardens.

It was **resolved** that WTC object to this application on the grounds that it does not comply to policy H6 bullet point 2 of the West Oxfordshire Local Plan 2031 as shown below:-

Alterations, extensions or sub-division of existing dwellings will respect the character of the surrounding area and will not unacceptably affect the environment of people living in or visiting that area. Sub-division of existing dwellings in the open countryside and small villages will be limited to large properties where continued residential use cannot be secured in any other way;

Council was also of the opinion that this proposal constituted overdevelopment. Bear Close is an area of semi-detached homes some of which have been extended as a part of the main dwelling.

However, this extension results in two further homes. This means that there could be as many as four cars resulting in overflow parking in the street. It is not rare for the refuse collection lorries to be unable to access the end of the street because of vehicles parked on the street.

Imposing two new homes on the neighbours who will now have three dwellings to which they are semi-detached appears to WTC to fail to respect neighbourliness. This is yet another blow on neighbours that have had the anxiety of several previous proposals for this site in recent years.

Ref: APPLICATION NO: 20/00170/HHD 22 Oxford Street, Woodstock
Alterations and erection of single storey rear extension.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 20/00171/LBC 22 Oxford Street, Woodstock
Internal and external alterations and erection of single storey rear extension.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03439/LBC 7 St Andrews Square, Woodstock
Loft conversion and internal alterations to include the structural alterations to the 3rd floor, extension of the staircase and the addition of conservation roof lights.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03488/FUL Woodstock Church Of England Primary School, Shipton Road
Installation of running track on existing school playing field.

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 20/00218/HHD 16 Crecy Walk, Woodstock
Erection of single and two storey front extensions

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03533/FUL Land East Of Woodstock, Oxford Road
Erection of sales and marketing suite for a temporary period with associated parking and landscaping works. (Part Retrospective).

It was **resolved** that WTC have no objection to this application.

Ref: APPLICATION NO: 19/03534/ADV Land East Of Woodstock, Oxford Road
Erection of non-illuminated fascia signage. (Part Retrospective).

It was **resolved** that WTC have no objection to this application.

It was **resolved** that for the Clerk to write to Blenheim Estate pointing out that they should submit their planning applications in advance of commencing work rather than consequently applying for retrospective planning permission.

WTC211/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2020

- i) To approve the List of Payments for January 2020 totalling £15,131.13 – It was **resolved** to approve the Payments made in January 2020.

- ii) To approve the Bank Reconciliation for January 2020 – It was **resolved** to approve the Bank Reconciliation for January 2020
- iii) To receive and consider the Income and Expenditure statements for January 2020 – noted
- iv) To receive the Effectiveness of the Internal Control Paper – It was **resolved** to approve the review of Internal controls
- v) To note the following Internal controls being undertaken as satisfactory – Petty cash – noted
- vi) To receive a report on wedding hire charge
The recommendation to increase the wedding hire charges by 10% from 1st January 2021 to £275 was discussed.

Cllr J Bleakley proposed that the charge be increased to £300 which was seconded by Cllr E Poskitt.

A vote was then taken.

VOTE: For: 8 Against: 2 Abstaining: 0

It was **resolved** to increase the wedding hire charges to £300.

Cllr A Grant proposed to implement the increase in wedding hire charges from 1st April 2020 which was seconded by Cllr J Bleakley.

A vote was then taken

VOTE: For: 8 Against: 2 Abstaining: 0

It was **resolved** to implement the increase in wedding hire charges from 1st April 2020 but to honour existing bookings where the current charge of £250 has been quoted.

- vii) To receive the project monitoring spreadsheet – noted.

WTC212/19 UPDATE ON PLANNING POLICY ISSUES:

Cllr T Redpath reported that the Cherwell Development Watch Alliance (CDWA) are very despondent about what is actually going on. She said they are still looking at the possibility of a legal challenge but their options are beginning to recede. They are current awaiting the outcome of the Cherwell Local Plan and the Oxford City Local Plan and will review their situation then.

Cllr T Redpath confirmed that the Cherwell Local Plan is going before Cherwell District Council's Full Council Meeting on 24th February. Although WTC do not meet the criteria to be allowed to speak in the public participation session Cllr T Redpath said she would be happy to write and apply to speak. She said that there could be a legal challenge by Blenheim after the Inspector reports.

It was **resolved** that Cllr T Redpath would apply to speak in the public participation session of the meeting being held on 24th February.

WTC213/19 SECRETARY OF STATE'S INTERVENTION IN THE SOUTH OXFORDSHIRE LOCAL PLAN PROCESS:

It was **resolved** to send the letter drafted by Cllr P Jay supporting Need Not Greed Oxfordshire's response to the Secretary of State's intervention in the South Oxfordshire Local Plan.

WTC214/19 DRAFT MINUTES OF THE URGENT PLANNING COMMITTEE MEETING HELD ON TUESDAY 21st JANUARY 2020:

The draft minutes of the Urgent Planning Committee meeting held on Tuesday 21st January 2020 were received and noted.

WTC215/19 WOODSTOCK TOWN COUNCIL SPRING NEWSLETTER:

It was **resolved** to authorise that the Youth Club Lottery appeal for support is distributed with the Town Council Spring Newsletter.

WTC216/19 RYEGRASS SHELTERED HOUSING TO BE REMOVED FROM COTTSWAY HOUSING SCHEME:

The correspondence relating to the closure of the Ryegrass was discussed at length.

It was **resolved** that the Mayor with the Clerk would write a letter to all residents of Ryegrass to ascertain their reaction to the announcement by Cottsway that they could no longer offer the older person housing scheme in Ryegrass and that WTC to offer their support at what is obviously a very unsettling time for those residents.

Cllr E Poskitt advised that WODC members had not been informed of the closure of Ryegrass.

It was also **resolved** that the closure of Ryegrass be included as an Agenda item for the Annual Town Meeting being held on Tuesday 17th March 2020 and that the Town Clerk invite the Chief Executive of Cottsway to attend the meeting.

Cllr I Hudspeth left the meeting at this point (9.00pm)

WTC217/19 WOODSTOCK DESIGNATED GREEN SPACES:

Cllr T Redpath confirmed that the grant had been approved for £2,585.00 but it had to be used by the end of this financial year (31st March 2020). It will enable Troy Planning Limited to commence work on the Neighbourhood Plan. Further funding will be applied for in the new financial year (from 1st April 2020). Cllr T Redpath, E Poskitt & A Grant will meet with Jon Herbert and Max Coral from Troy Planning on Thursday 13th February to show them the sites to be designated as green spaces in the morning and discussed further action during the afternoon.

WTC218/19 THIS IS WOODSTOCK DAY - SATURDAY 26th SEPTEMBER 2020:

Cllr E Poskitt advised Council that she was planning to hold this event on Saturday 26th September and that she will be requesting permission from the current Mayor to use the Town Hall facilities (including the Parlour). She said that she was also requesting that the Administrative Assistant be allowed to provide a small amount of administrative and secretarial support in the lead up to the event as she had helped with the previous event. There was no disagreement.

WTC219/19 TOWN MAPS:

Cllr E Poskitt provided Council with an update on progress of the map boards for Woodstock. Two companies have been sourced and quotes are being obtained. The Administrative Assistant is currently trying to find a third company to quote. Planning permission will be sought once the type of map boards are agreed along with their proposed locations.

EXCLUSION OF THE PUBLIC AND PRESS

Cllr M Parkinson proposed and seconded by Cllr E Poskitt that in view of the nature of the business to be transacted the public and press be excluded from the meeting (Public Bodies Admission to Meetings Act 1960 s.1)

Kate Begley and the remaining members of the public left the meeting at this point (9.15pm). Cllr J Cooper also left the meeting at this point.

WTC220/19 WTC PROPERTY PORTFOLIO:

The Mayor, Cllr A Grant, CMfP drew Council's attention to an invoice received from Freeths for the removal of historic lease details on 6 Park Street and the previous agreement for the work to be completed.

It was **resolved** to approve payment of the invoice.

Quotes had been obtained to rectify the damp affected section of wall to the rear reception room in 6 Park Street and Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson

WTC accepts quote A of £790+VAT to remove damaged plaster. Insert new damp proof course and re-plaster. Re-fit existing cupboard and skirting board whilst taking note that further costs may be incurred if skirting boards and cupboard are found to be rotten upon removal. (Both contractors will endeavour to refit the existing cupboard and skirting if possible)

It was **resolved** to accept the quote from company A.

Cllr P Jay asked for confirmation that the Property Agent would take the appropriate action promptly when the lease for 2 Market Street expires. Cllr A Grant assured Cllr P Jay that the Property Agent had everything in hand.

The Property Agent confirmed that the tables and chairs should be removed from the Cobbled Area this week (10th - 16th February).

WTC221/19 GRASS CUTTING CONTRACT:

The three quotes received for the grass cutting contract were considered by Council.

It was **resolved** to accept the quote received from Company A at a cost of £8,063 (ex VAT) per year with the offer of a three year contract term.

The meeting closed at 9.26pm