

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 9<sup>th</sup> JUNE 2020  
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

**PRESENT:**

Cllr M Parkinson (Mayor)  
Cllr L Burnham  
Cllr P Jay  
Cllr U Parkinson  
Cllr E Poskitt  
Cllr T Redpath

Cllr A Grant (Deputy Mayor)  
Cllr J Cooper  
Cllr S Parnes  
Cllr S Rasch  
Cllr P Redpath

**ALSO IN ATTENDANCE:** The Clerk, Mrs Janine Saxton, The Responsible Financial Officer, Rachel Johnson (for agenda items 4ii and 12), CCllr I Hudspeth, three 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 thanked John Bleakley, who had resigned from the Council, for his valued opinions and contributions during his time as a Councillor.

**WTC40/20 APOLOGIES FOR ABSENCE:**

No apologies for absence received.

**WTC41/20 DISCLOSURES OF INTEREST:**

Cllr J Cooper

**Item 11 Planning:** Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr P Jay

**Passim:** Personal interest as he is a resident of the Retreat, Banbury Road.

**Item 19 Property:** Personal interest as he is a friend of the tenant who rents 4 Market Street.

Cllr U Parkinson

**Item 6 Report From The Town Clerk:** Personal interest as she is a member of Woodstock Bowls and Tennis Club.

Cllr E Poskitt

**Item 11 Planning:** Personal interest as she is a member of WODC.

**Item 19 Property:** Personal interest as she has previously used the contractor who is undertaking the work on 2 Market Street.

**WTC42/20 PUBLIC PARTICIPATION SESSION:**

Mr John Webley addressed Council on behalf of local residents objecting to the planning application to erect a new dwelling in the garden of 24 Park Street, including the neighbouring properties that will be directly affected by it. To date nearly 60 objections have been submitted to West Oxfordshire District Council

**WTC43/20 MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON TUESDAY 5<sup>th</sup> MAY 2020, THE MAY TOWN COUNCIL MEETING HELD ON TUESDAY 12<sup>th</sup> MAY 2020 AND THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 19<sup>th</sup> MAY 2020:**

The Council **resolved** that the minutes of the Annual Town Council meeting held on Tuesday 5<sup>th</sup> May 2020 were a true record of the meeting.

The following amendments were made to Appendix 1 Woodstock Town Council CMf Working Groups outside bodies etc:-

**Oxford Airport Committee:** 'The Deputy Mayor and 3 Cllrs replaced with '1 representative and 1 Deputy'. Cllr E Poskitt removed from and (deputy) added after Cllr U Parkinson's name.

**Public Transport Committee:** additional initial 'S' removed from Cllr M Parkinson's name.

**Traffic Advisory Committee:** 'The Deputy Mayor' was amended to read 'The Mayor'.

The accuracy of the minute WTC23/20 within the minutes of the May Town Council Meeting held on Tuesday 12<sup>th</sup> May 202 was discussed at length.

Cllr T Redpath proposed the following amendment to the minute which was seconded by the Deputy Mayor:-

**WTC23/20 BUDGET CARRY FORWARDS:**

*The Council resolved to carry forward the budgetary provision for specific areas and projects as recommended in the grid below with the exception of the £2,000 allocated for the Lawn Cemetery Handrail.*

*Cllr A Grant requested that WTC create a £2,000 Covid Support fund for Local Voluntary Help Groups and that this be found from surplus funds from the 2019/20 Civic Fund amounting to £1302.78 less £200 already planned as a donation to the retiring Mayor's Charity consequent on saving from the Christmas Greetings budget. The difference to be taken from the Lawn Cemetery Handrail budget.*

*Cllr M Parkinson proposed, seconded by Cllr T Redpath and resolved that a sum of £2,000 be held for Covid Support Voluntary groups on application leaving a carry forward budget sum in the Cemetery Handrail budget.*

The Mayor thought the draft minute from May reflected his understanding of what was said at the meeting as he understood there was no Civic budget carry forward. He had thought that the £2,000 was taken out of the Lawn Cemetery budget and then, when it had been clarified, if there were surplus funds in the Civic Budget these would be returned to the Lawn Cemetery budget.

The Responsible Financial Officer confirmed the carry forward figure was £34,163 and that figure included the money left over from the Civic budget. At the end of the financial year there was £34,163 to carry forward and if Council agreed everything on the circulated table except for the Lawn Cemetery Handrail it would add up to £31,500. She understood that the Council had agreed to allocate £2,000 towards local support for COVID-19 which would take the figure back up to £33,500 leaving only £663 of the £34,163 unallocated. The Council needed to decide if it wanted to carry forward £663 and bring the total carry forward to £34,163.

The Council **resolved** to carry forward £663 into the Lawn Cemetery Handrail budget and for minute WTC23/20 to be re-drafted.

The Deputy Mayor proposed the following motion which was seconded by The Mayor:-

*that the minutes of the May Town Council Meeting held on Tuesday 12<sup>th</sup> May 2012 be brought back to the July Town Council meeting for approval.*

A vote was taken,

**VOTE:** For: 11 Against: 0 Abstaining: 0

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

The Council **resolved** that the minutes of the Extraordinary Town Council meeting held on Tuesday 19<sup>th</sup> May 2020 were a true record of the meeting with the following amendments:-

- |         |                 |   |
|---------|-----------------|---|
| Page 12 | <b>WTC34/20</b> | paragraph 6, line 1, add 'Mr' in front of Les Burnham.  |
| Page 14 | <b>WTC38/20</b> | line 1, remove the words 'having technical issues with his computing equipment which had affected his ability to produce a report and replace it with 'gave his explanation for seeking to defer the report to the next meeting'. |
| Page 14 | <b>WTC36/20</b> | add 'The Mayor re-joined the meeting to vote and then resumed chairing the meeting'.  |

#### **WTC44/20 VACANCIES: SPECIFIC ROLES AND OUTSIDE BODIES:**

The Deputy Mayor welcomed Cllr L Burnham to the Council and proposed the following motion which was seconded by The Mayor:-

*WTC agrees that*

- a) *Cllr L Burnham join the New Website Working Group with a view to moving this project forward as soon as possible to ensure the September deadline is met.*
- b) *Cllr Burnham takes on the role of support Councillor for Environment.*

*Other vacant Councillors roles to be determined are:*

*A44A, Traffic Advisory Committee, Winter Weather, Parking, Christmas Lights*

*Additionally the Deputy Mayor added the following:-*

*Cllr L Burnham to join the Urgent Planning Committee.*

The Deputy Mayor agreed to the Mayor's request to take the decisions in four parts a) Cllr L Burnham to join the New Website Working Group, b) Cllr L Burnham to take on the role of support Councillor for Environment, c) Cllr L Burnham to join the Urgent Planning Committee and d) other vacant Councillors roles.

A vote was taken on a) Cllr L Burnham joining the New Website Working Party.

**VOTE:** For: 11 Against: 0 Abstaining: 0

**RESOLVED:** The Council voted unanimously in favour of Cllr L Burnham joining the Website Working Party.

A vote was taken on b) Cllr Burnham taking on the role of support Councillor for Environment.

**VOTE:** For: 11 Against: 0 Abstaining: 0

**RESOLVED:** The Council voted unanimously in favour of Cllr L Burnham taking on the role of support Councillor for Environment.

c) Cllr Burnham was asked whether he was prepared to join the Urgent Planning Committee.

Cllr L Burnham asked for clarification on the role the Urgent Planning Committee, the Deputy Mayor explained that the committee was set up to comment on planning applications that required decisions outside the timeframe of the monthly Town Council meetings.

Cllr L Burnham then agreed to join the Urgent Planning Committee. All Councillors were supportive of this.

d) The Mayor confirmed that in light of Cllr J Bleakley resigning there were vacancies for the following

A44A, Traffic Advisory Committee, Winter Weather, Parking, Christmas Lights

He asked for Councillors to volunteer to fill the vacancies.

Cllr U Parkinson volunteered to join the Christmas Lights Working Group.

Cllr L Burnham volunteered to join the Traffic Advisory Committee and the A44A group.

Cllr M Parkinson volunteered to represent Council for Parking.

The Deputy Mayor requested that the Councillors on the Urgent Planning Committee are named rather than 'All Councillors with the exception of Cllrs P Jay, S Parnes & P Redpath'.

The Mayor confirmed that the outstanding vacancies 'Winter Weather' and 'Public Transport' would be brought back to the next meeting.

#### **WTC45/20 REPORT FROM THE TOWN CLERK:**

The Council **approved** the quote from RPII for the Playground inspections at the cost £255 ex VAT and for the Clerk to investigate whether there is an alternative company that can quote to complete the annual inspection of the water meadows.

The Council **approved** for the Clerk to contact Helping Hands of Old Woodstock and The Help Hub to advise them that the SSE COVID funding has been received and arrange to transfer the money across to their bank accounts with an outline of the requirement for them to submit receipts in due course confirming how the funds have been spent.

An email received by the Clerk from a resident enquiring when the Corsican Pine tree felled in 2018 would be replaced, as recommended by the independent assessor contracted to provide a report by Woodstock Bowls and Tennis Club.

The resident also drew attention to the second tree on the other side of the car park that had been drastically pruned a few years ago and which they believed had been poisoned, leaving it dead and in need of being removed and replaced. The email also referred to ivy growing up various trees in the children's playground area and the need for it to be removed/killed before it made the trees too weak to be sustainable.

Cllr P Jay proposed the following motion which was seconded by The Mayor:-

*that Woodstock Bowls and Tennis Club should fulfil the terms of their lease and replace the tree forthwith as recommended by their independent assessor.*

Cllr J Cooper asked for it to be put on record that in his opinion he felt it was a scandal when the Woodstock Bowls and Tennis Club rent was raised from £1 per year to £1,500 per year.

Cllr P Redpath responded that over 60% of the membership of the Woodstock Bowls and Tennis Club do not pay a precept and not a penny to this town. They are in competition with the Community Centre and the Town Hall in terms of making lots of money out of the building and their members also coach other individuals at quite a large amount of money per hour.

A vote was taken.

**VOTE:** For: 8 Against: 1 Abstaining: 2

**RESOLVED:** the Clerk will write to Woodstock Bowls and Tennis Club to remind them that the maintenance of the Car Park is within the terms of their lease and the stump of the Corsican Pine felled in 2018 should be removed and a new tree planted in its place as recommended by their own independent assessor.

The Council approved for their Annual Tree Inspection to be completed as soon as possible to enable Woodstock Town Council to pass on any recommendations relating to the remaining tree in the Car Park to Woodstock Bowls and Tennis Club for them to take appropriate action. The Clerk confirmed that the Deputy Caretaker had started to cut the ivy growing up the trees in the play area at the roots. Advice will be sought on what other action WTC may need to take in future with regard to containing the ivy re-growth.

#### **WTC46/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:**

The monthly Parish report from Cllr I Hudspeth was received by Council. Cllr L Burnham asked 'what might Woodstock expect to get from the second tranche of funding from the government for promoting active travel?' Cllr I Hudspeth advised that the funds would not be allocated evenly across the County per town but rather to projects that are put forward and are essential and need to promote active travel, giving the example of a possible cycle path from Witney to Hanborough Station or a cycle path from Woodstock to Hanborough Station.

Cllr P Repath referred to a report in the Times stating that central government were going to take over all planning and devise some new kind of corporation (he felt they had already done that) and dispense with local planning authorities. He asked 'if this is the case' does it mean that all our trouble and woes caused by planning will be solved by far more money coming from central government?' Cllr I Hudspeth responded that the article in the Sunday Times that did not say 'all' planning but said that the government may consider some development corporations to kick start the house building regeneration so we come out of the COVID crisis, building more houses and large infrastructure projects. He stated it was only a proposal that had not been validated.

**Woodstock Town Centre Group** - Cllr I Hudspeth referred to the notes he had circulated the previous day from the two meetings that the group had held to come up with ideas to make the town centre more person friendly by reducing the number of vehicles and encourage a more continental style centre to help the hospitality recover whilst at the same time ensuring that local residents are not adversely affected.

Cllr S Parnes asked if any thought had been given to measures that could be put in place to ensure there is not too much noise interference to the residents in the town centre or anti-social behaviour. Also what measures can be taken to ensure people maintain the recommended social distance of two metres? CCllr I Hudspeth confirmed that it was important that town centre residents were included within the group to ensure they were aware of the proposals. The proposal was to close the roads until 10pm and the police will be expected to be around to deal with any incidents of noise or anti-social behaviour. The proposals are to encourage residents to come into the centre of Woodstock to enjoy a meal or hospitality and make sure the businesses re-open in good way. The traffic marshalls will be in place to assist the traffic and he hoped that people would adhere to the social distance guidelines.

Cllr U Parkinson said although it sounded a good idea, closing the town centre two nights a week for people to come into the town to have a meal or drink throughout July and August did not sound terribly attractive and would it lose its impact as it is too long. She also asked 'where all the vehicles would park, as there would be limited places to park with the town centre being closed?'

CCllr I Hudspeth confirmed that the proposals were being aimed at local Woodstock resident who would be able to walk into the town centre and enjoy having a meal or drink. The road closures would allow the pubs and restaurants with restricted capacity inside to be more profitable by being able to put tables out on the paths with pedestrians being able to walk in the middle of the roads. CCllr I Hudspeth also mentioned that additional parking along Hensington Road was being looked at, along with Blenheim offering parking facilities.

The Deputy Mayor stated she supported doing all possible for the retailers and hospitality sector during these extraordinary times but asked 'why the Council was not aware of the group being established?' and also expressed her concern at the following paragraph within the meeting notes:-

*A one-way system was generally agreed but it would involve a major expenditure for a permanent feature however I will see if there can be a basic trial to see if the principle works. Then if it does we can start working on new parking spaces etc (but that could tie in with residents permits!)*

She said that the results of the parking survey had yet not been published and no decisions on resident's permits had been made.

CCllr I Hudspeth explained that he had been approached by the Mayor asking what could be done to support hospitality based businesses re-opening at the beginning of July and the group had been established at very short notice. He also said that the issue of parking was discussed and the group have been open and transparent by including what was discussed within the meeting notes.

Cllr L Burham asked 'how much of the funding from WODC to stimulate the economy (approximately £97,000) could be allocated to this project and how much will the project cost?'

CCllr I Hudspeth could not confirm the costings yet and explained that the group needed to find out if there was an appetite for it before starting to investigate costings but he assured Council that the funding would come from the £97,000 and WTC would not be asked to contribute towards the project.

Cllr L Burham thought it was a great idea and asked whether two days a week was enough and had the group discussed extending it to run from Tuesday through to Saturday? He thought it would attract people from outside Woodstock who like to come into the town on a warm summer evening for meal or drink could have an impact on parking problems as Cllr U Parkinson had previously mentioned. Would there being temporary bike racks to encourage people to cycle

into the town? Cllr L Burnham also asked ‘why only two representatives from businesses were invited to join the group.’

Cllr I Hudspeth confirmed that the Chair of Wake Up To Woodstock would liaise with all the local businesses and act as the direct link between the group and those businesses.

Cllr P Jay drew attention to the Woodstock Town Council Parking Policy which was submitted to WODC over a year ago and to which Council were still awaiting a meaningful response.

Cllr I Hudspeth confirmed that all the points from the WTC Parking Policy would be taken into consideration when the final details were worked out.

Cllr E Poskitt reiterated that these were suggestions and if something is put in place which does not work then it could be changed or stopped very quickly. The trial needs to run so that any problems can be ironed out and businesses are given a chance to re-open and be profitable. She said that two nights a week should be adequate as many of the businesses will also be open during the daytime.

The Mayor also advised that by increasing the number of evenings, the businesses would then have to bring in more staff which would have an impact on any profit they may make. The group realised that there is not just one solution for hospitality and parking. Both are interconnected and eventually by trialing the ideas the group could have a clearer idea of what could be done to improve the town in future.

Cllr I Hudspeth stated that this is a unique opportunity as it is a one off funding that the Council would not normally be able to access. The funding is not allocated to every town. He reiterated that it gives the group an opportunity to look and understand what different solutions would have on the town centre. The whole concept was to have an *alfresco* continental style type centre to Woodstock. It would enable people to walk down the roads safely. It would allow businesses to open up and use the pavements for tables. It should make social distancing easier. The whole purpose is to revive Woodstock’s economy particularly the hospitality sector.

Cllr E Poskitt asked Cllr I Hudspeth if there was anything he would like WTC to do to help?

Cllr I Hudspeth responded that the support of the Council would be really good to have so that the word could be spread through Woodstock and the views and feedback from others can be sought.

Cllr E Poskitt proposed the following motion which was seconded by The Mayor:-

*that WTC offers its support to the work the group are undertaking to allow hospitality based businesses in the town to re-open and be profitable during July & August 2020.*

Cllr J Cooper stated that two parties ought to be congratulated, Cllr I Hudspeth for getting the group up and running and Blenheim for releasing additional parking spaces. He also said that unemployment is an awful thing and everything should be done to prevent it.

A vote was taken on the motion.

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

**RESOLVED:** The motion was carried.

Cllr P Jay requested an amendment to the motion that the following rider be added:-

*Provided it is consistent with the Council's parking policy.*

The Mayor stated that the initial proposal and what was set out by Cllr I Hudspeth did not dictate anything to do with parking. It is a temporary solution for this time and therefore, he did not think the amendment was relevant.

Cllr I Hudspeth agreed to take Woodstock's parking policy into consideration and make sure there is nothing that would go against it.

Cllr S Parnes drew attention to the fact that a motion had already been voted on and to shoe horn in additional things to something that is really a largely informal casual endeavour to try and do something nice is over complicating issues and if something were to arise to raise concern it can be dealt with later.

The Mayor agreed with Cllr S Parnes and closed down any further discussion.

The District Councillors' report was received by Council. Cllr P Redpath raised the issue of climate change and stated that he had recently read that it takes 200 fully mature trees over a 10 year period to remove carbon produced in the production of one average house, which is quite considerable. He said that had heard Barry Wood the Leader of Cherwell District Council jubilantly state that they will plant a tree for every house they build. Cllr P Redpath posed that question 'how much understanding do our authorities have about Climate Change?'

Cllr J Cooper reminded Cllr P Redpath that the two District Councillors proposed back in 2016 to take thousands of houses out of the Local Plan.

Cllr S Parnes asked if the District Councillors had seen any endeavour of the District Council in terms of discussing future planning need and planning policy to accommodate the increased need for more space in homes which has been identified as a result of the COVID pandemic.

Cllr E Poskitt confirmed that the issue was being looked at within various post COVID lockdown procedures and although she did not think there had been any conclusion to date, it was very much at the forefront of people's minds.

**WTC47/20 COMMUNICATIONS:**

The Mayor did not have anything to communicate to Council. The Deputy Mayor mentioned that she had sent him an email confirming that the Administrative Assistant working in the office had going well and she has expressed that she is happy with the measures that are in place to manage any risks.

**WTC48/20 QUESTIONS**

No questions had been received.

**WTC49/20 MOTIONS PRESENTED TO THE COUNCIL:**

There were no motions presented to Council.

**WTC50/20 PLANNING:**

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

Ref: APPLICATION NO: 20/01179/HHD Pine Cottage, 46 Hill Rise, Woodstock  
Erection of single storey extension and detached carport and outbuilding.



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

Ref: APPLICATION NO: 20/01161/HHD Damson House, 18B Hensington Close, Woodstock  
Alterations and erection of first floor front extension and insert rooflights over rear kitchen single storey roof.

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

Ref: APPLICATION NO: 20/01246/FUL 24 Park Street, Woodstock  
Erection of a new dwelling

**RESOLVED:** that WTC object to this application on the grounds that it contravenes the following planning policies OS2, OS4, EH9, E10, E11, EH13 and T4 in the West Oxfordshire Local Plan.

Around 600 new dwellings are already planned for Woodstock so there is no housing need for this development. It is an unnecessary additional dwelling in the garden of a listed building. It is a contrived building to fit into the available space and does not conserve or enhance this corner of Woodstock. It creates a new access into what is an old wall that lends particular character to this area of old, some of which are listed, buildings. The structural inspection report on this boundary wall states that construction will have an impact on the existing wall's footing and discusses the challenge to the building foundations and their implementation in order to protect the wall. Further, will the small space between building and wall cause issues such as damp and inaccessible vegetation leading to unnecessary deterioration of the wall?

WTC fully support the objections submitted by - at the time of writing – nearly sixty objections from local residents. At this point there are no supportive letters from residents. In particular WTC draws attention to the extremely articulate objection submitted by Mr John Webley on behalf of neighbouring properties which would be directly affected by the erection of the new dwelling.

WTC also draws attention to WODC's refusal of the application for an additional dwelling in the garden of 28 Park Street (Ref: 15/00836/FUL) as this is a nearby property and the proposal had similarities with this one.

In conclusion, WTC fully support local residents' objections to this proposal on the planning grounds quoted at the beginning of this submission.

#### **WTC51/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2020:**

- i) To approve the List of Payments for May 2020 totalling £14,364.83 – The Council **resolved** to approve the payments made in May 2020.
- ii) To approve the Bank Reconciliation for May 2020 – The Council **resolved** to approve the Bank Reconciliation for May 2020.
- iii) To receive and consider the Income and Expenditure statements for May 2020 – The Council **noted** the Income and Expenditure statements without query or comment.

#### **WTC52/20 INTERNAL AUDIT REPORT 2019/20:**

The Council **resolved** to approve the Internal Audit report for financial year 2019/20 and the year end observations.

#### **WTC53/20 ACCOUNTS FOR FINANCIAL YEAR 2019/20:**

The Council resolved to approve the accounts for the financial year 2019/20.

**WTC54/20 SECTION 1 ANNUAL GOVERNANCE AND ACCOUNTIBILITY RETURN 2019/20:**

The Council **resolved** to approve section 1 (Annual Governance statement 2019/20).

**WTC55/20 SECTION 2 ANNUAL GOVERNANCE AND ACCOUNTIBILITY RETURN 2019/20:**

The Council **resolved** to approve section 2 (Accounting statements 2019/20 ).

**WTC56/20 CONSOLIDATED BANK STATEMENT 31<sup>st</sup> MARCH 2020:**

The Council **resolved** to approve the consolidated bank statement 31st March 2020.

**WTC57/20 PERIOD OF PUBLIC RIGHTS:**

The Council **resolved** to note that the period of Public rights will commence on 1st July 2020 for 30 working days

**WTC58/20 PROJECT MONITORING SPREADSHEET:**

The Council **resolved** to note the monthly update of the spreadsheet for information.

Cllr L Burnham mentioned that a number of projects listed did not have initials for the person involved on them.

Cllr P Jay clarified how Councillors are linked to different projects and confirmed that Cllrs P Redpath and L Burnham would be involved in ensuring that the Millstream Bank repairs were completed working.

The Mayor agreed to take over the tree planting project which had initially be put forward by Cllr J Bleakley.

Cllr P Redpath advised that he had been encouraging Roy Cox from Blenheim and Toby Swift from Wychwood to meet up to agree progressing the Millstream Bank repairs.

Cllr J Cooper wanted to make a general point on the accounts that this year Council are budgeting to have commercial income from the letting of the Town Hall and Community Centre which will not be achieved due to the current COVID pandemic. This will need to be reviewed.

Cllr P Jay confirmed that the loss of income will be dealt with in September when the annual budget is reviewed.

The Responsible Financial Officer was thanked by Council for all her hard work and for attending the meeting to answer questions raised relating to the end of year process.

**WTC59/20 WOODSTOCK WATER MEADOWS - FENCING AND ENCROACHMENT INTO MEADOW 6:**

Cllr P Redpath provided a summary of how a number of houses in Glyme Close have over the years encroached into the water meadows up to the fence that was put in to keep the cows from escaping. He referred to letters sent by the Council to Glyme Close and Brook Hill residents in 2004, 2011 and 2013 confirming the ownership of the land and requesting that the boundary is respected. The existing fence is currently in poor condition

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

*WTC replaces the existing fence as necessary.*

*In addition, a very firm letter is sent to residents of Glyme Close bordering meadow 6 reminding them of where the boundaries lie; and at the same time WTC seeks legal advice (in the first instance from the National Association of Local Councils via the Oxfordshire Association for Local Councils) on how to proceed with its obligations as landowner in regard to these encroachments.*

Cllr S Parnes raised concern that copies of the letters that Cllr P Redpath referred to were not circulated to Councillors and he also questioned singling out one group of residents when there are other residents encroaching on Council land that are not being contacted.

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

*WTC will remove the existing fence and replace it if necessary.*

Cllr P Redpath accepted the amendment.

A discussion followed during which Cllr L Burnham clarified that legal advice should be sought before any letters are sent out.

The Mayor requested to take the motion in two parts and vote on them individually, to which Cllr P Redpath agreed.

Part one of the motion:-

*WTC will remove the existing fence and replace it if necessary.*

Part two of the motion:-

*WTC will seek legal advice (in the first instance from the National Association of Local Councils via the Oxfordshire Association for Local Councils on how to proceed with its obligations as landowner in regard to these encroachments before any letters are sent to residents.*

A named vote was taken on part one of the motion.

<b>VOTE:</b>	For:	10	(Cllrs L Burnham, J Cooper, A Grant, P Jay, M Parkinson, U Parkinson, E Poskitt, S Rasch, P Redpath & T Redpath)
	Against:	1	Cllr S Parnes

**RESOLVED:** The motion was carried.

A vote was taken on part two of the motion.

<b>VOTE:</b>	For	11	Against:	0	Abstaining:	0
--------------	-----	----	----------	---	-------------	---

**RESOLVED:** The motion was carried.

#### **WTC60/20 BLENHEIM CONSULTATION:**

The four page consultation leaflet circulated by Blenheim to Woodstock residents was noted by the Council.

Cllr S Parnes summarised his report drawing attention to the ten page online consultation document which included much more detail and the fact that many residents were unaware of it.

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

*Woodstock Town Council Resolves to submit to Blenheim Estate Homes the following questions for requested response and potential future consideration, in relation to contents of the May 2020 developer consultation titled "Banbury Road and Hill Rise up date":*

- 1. In relation to the "Community Hub" structure "with facilities for neighbourhood working, and hosting local clubs and events", (a) who will administer bookings and rentals for this building; and (b) it envisaged that other community buildings would be exchanged as part of one or more land or building swaps to facilitate access to this building?*
- 2. In relation to the two "parking barns" for "indoor, off street parking for resident's cars and other vehicles", (a) how will safe ventilation be assured for 'indoor' emissions from vehicles with petrol or diesel engines, and (b) will parking in the barn be available free of charge in perpetuity?*
- 3. Will it be possible for buyers of homes on the Hill Rise and Banbury Road sites to acquire all of the freehold rights in their properties?*
- 4. Will residents be able to choose or change the management company that services the grounds of these estates, or will discretion choice be limited or otherwise affected by the "stewardship" plan?*
- 5. The document notes residents' requests to "ban cars from entering the site from Rosamund Drive" and the leaflet states: "The new homes will be served by a single car access road from the A44, with pedestrian and cycle only connections to Hill Rise and Rosamund Drive". Will the developer and landowner commit to ensuring registration of a restrictive covenant to bind itself and all owners of dwellings on the estate in relation to this matter, and to ensure recording at the Land Registry a prohibition against vehicular access from Rosamund Drive which would be clearly indicated in all property conveyance documents related to dwellings on the Hill Rise and Banbury Road sites?*
- 6. [- X] [Any further Questions to which Members seek response].*

Cllr T Redpath drew attention to discussions that the Steering Group had previously relating to the investing in the upkeep of the existing community buildings rather than adding more on the new developments and also whether any issues relating to the heritage statement had been taken on-board within the plans Blenheim are proposing.

Cllr S Parnes agreed that both of the above comments could be added to the list of questions he is proposing to submit to Blenheim.

Cllr L Burnham expressed his concerns relating to the references Blenheim make within the online consultation document to interconnectivity in Woodstock which he stated is not within their gift to promise. He asked whether Blenheim could make the process a two way one and provide responses to the questions being asked publicly online.

The Mayor suggested that additional questions from Councillors be submitted to Cllr S Parnes and the Clerk so that they can be collated and submitted to Blenheim.

Cllr P Jay requested that Question 3 be removed from the list as the question has already been answered by Blenheim who have stated on numerous occasions that there will be 'No Freehold'.

Cllr P Redpath referred to Question 5 and said that the access via Rosamund Drive should be investigated as he believed that there was a strip of land that Blenheim did not own within that vicinity.

The Mayor proposed that under Question 6 any further questions be submitted to the Clerk within a week if this meeting.

A vote was then taken on Questions 1 to 5.

**VOTE:** For: 6 Against: 2 Abstaining: 3

**RESOLVED:** The motion was carried.

#### **WTC61/20 UPDATE FROM STEERING GROUP & CFO REPORT – NEXT STAGE:**

Cllr T Redpath provided Council with a summary of her report as the content of it superseded the report previously submitted by Cllr P Jay. She confirmed that under point d) 'A commitment never to build on the Recreation Ground' had been removed from the list of priorities for S106 support as it was being dealt with through the neighbourhood plan. She mentioned that concerns had been raised by the consultant working on behalf of Blenheim that the police station site would not be big enough to house the doctors' surgery if there were to be further growth in Woodstock.

The provision of walkways and cycleways by-passing the Black Prince Canyon remains unresolved.

Additional school facilities will be required and the existing WUFA site would be required for the expansion of the primary school although WUFA does not want to move as the provision of school wrap around care relies on them being in close proximity to the primary school.

Cllr T Redpath confirmed that the Section 106 discussions between the developer (Blenheim) and Oxon CC and WODC are looming and Blenheim has invited Woodstock Town Council to be present.

Recommendations from the WTC representatives on the Steering Group were proposed by Cllr T Redpath and seconded by Cllr Grant:-

*that WTC mandates its Steering Group representatives to participate in the discussions with Oxon CC and WODC but on the basis that they fight for the aforementioned priority issues and to report back to WTC, not agreeing to any departure from the priorities stated below.*

- a) funding a new doctors' surgery in a central position, with adequate parking, sufficient for Woodstock's prospective population;*
- b) affordability – but with a "ready-reckoner" to be able to see how other projects trade off against "affordability" percentages or discounts;*
- c) walkways/cycleways by-passing the Black Prince canyon through the park and through the water meadow.*
- d) sufficient secondary, primary and WUFA schooling.*

Cllr L Burnham referred to the police station being utilised for additional parking, cycle racks and electric charging points if the doctors' surgery were to be located on the Banbury Road site and said that parking had been left off the priorities.

Cllr E Poskitt stated that this is an opportunity for WODC, OCC and Blenheim to get together and work imaginatively to give the town what it wants on the combined site of the police station, Hensington Road car park and the former site of Woodstock Library.

A vote was taken on the recommendation proposed by the Steering Group.

**VOTE:** For: 11 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried unanimously.

**WTC62/20 UPDATE ON CHERWELL DISTRICT COUNCIL LOCAL PLAN AFFECTING WOODSTOCK:**

Cllr S Parnes' report was noted. Cllr T Redpath drew attention to the fact that the Oxford City Plan had been passed.

**WTC63/20 INTRODUCTION OF A POLICY & PROCEDURE DOCUMENT FOR FORMALISATION & CONSISTENCY OF COUNCIL CO-OPTIONS:**

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

*that Woodstock Town Council Resolves - towards endeavouring to enhance clarity, consistency and transparency in its co-option processes and procedures - to establish its Co-Option Policy by adopting the content of the circulated example 'Nelson Town Council Appendix A' document, adapting the respective Councils' details where relevant, and including the Application Form, Eligibility Form, and Person Specification. The Council also notes, and accepts as a matter of good practice, provision of advertising the co-option for at least 21 days (excluding publication date, Saturdays and Sundays) after Electoral Services confirmation that the Council can co-opt following confirmation that a by-election will not be held.*

The following amendments to the Nelson Town Council Appendix a document were agreed:-

- To remove point 6 regarding the candidates having 5 minutes to introduce themselves and giving information on their background and experience and explaining why they wish to become a member of the Council.
- Remove the requirement for a proposer and seconder within the Co-option Application Form.
- Add the option for a signed ballot to be requested into the policy.

The Mayor called for a vote on the motion, a named vote was requested.

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

**RESOLVED:** As the vote was tied, the Mayor used his casting vote in favour of adopting the policy and the motion was carried.

**WTC64/20 PARISH AND TOWN COUNCIL £200 DEFIBRILLATOR GRANT:**

It was agreed to defer this item for discussion at the July meeting.

**WTC65/20 WTC PROPERTY PORTFOLIO:**

The Deputy Mayor apologised for the late inclusion of the additional information within her report which was beyond her control.

Cllr J Cooper proposed that Council go into confidential session but his proposal was not seconded and Council remained in open session.

The Deputy Mayor proposed the following motion which was seconded by the Mayor:-

**Repair to 3 rotting windows 2 Market Street**

Replace:

- Sill sections
- Repair to the bottom parts of the box
- Parting beads
- Staff beads
- New sash cords
- two panes of broken glass

Total cost for supply of all materials and labour would be **£1,042.00 plus vat**

A vote was taken.

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

**RESOLVED:** The Council voted in favour of the rotting windows being repaired at the cost of £1,042.00 plus vat

**Sash Windows**

The property agent has suggested to the contractor the action below to save yet more costs. Council need to decide if they are happy with this.

The property agent comments:

“The sash windows at the front have been painted closed in the past and consequently only the bottom half works. As it would be a days labour to make the top ones work, I have said to leave them shut” (unless you instruct me otherwise). It will no doubt help with security. The only downside is that the internal bottom rail of the top window will not be able to be painted. Let me know if you agree.”

A vote was taken.

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

**RESOLVED:** The Council voted in favour of accepting the recommendation from the Property Agent to leave the sash windows painted shut.

**Sound Proofing of wall**

Quote for constructing a sound reducing wall to first floor bedroom against party wall with number 4.

Option one

Fix 25mm x 50mm battens to wall and cover with sound block plaster board then plaster and fit a new piece of matching skirting.

**£575.00 plus vat**

Option two

Build stud wall against the party wall using 100mm x 50mm timber.  
Fit high density rock wool slabs between the uprights.  
Plaster board using sound block plaster board and plaster.  
Fit new matching skirting.  
**£924.00 plus vat**

The above request was an extra to the agreed original specification so was at the extra cost shown in the quotes and as was indicated in her earlier report the request was from the tenant at No 4

A vote was taken.

**VOTE:** For: 8 Against: 2 Abstaining: 1

**RESOLVED:** The Council voted in favour of Option 2 at a cost of £924.00 plus vat.

**4 Market Street Roof**

Rear Elevation to above & neighbouring property; extend scaffolding to gable and back. Removal of existing roof coverings any salvaged slates to be set aside & stored on site in anticipation of front elevation being completed at a later date

- a) *WTC takes account of the professional advice given on the condition of the roof of 2 Market Street and considers it a matter of such urgency that the work should be carried out on both the rear and front elevations without further quotes being obtained. at the agreed cost of **£10,118.50 +VAT***
- b) *Agrees that for reasons of economy whilst the scaffolding is in place similar upgrade to the adjoining property roof, 4 Market Street be carried out at the cost of **£12,075.21 + VAT***

The Council agreed to the request from the Mayor which was seconded by the Deputy Mayor to extend the meeting by 15 minutes.

A vote was taken on part a) of the motion.

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

**RESOLVED:** The council agreed unanimously to the roof work being carried out on 2 Market Street at the cost of **£10,118.50 + VAT**

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

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

**RESOLVED:** The council agreed unanimously to the roof work being carried out on 4 Market Street at the cost of **£12,075.21 + VAT**

The total cost of the re-roofing of both 2 & 4 Market Street would be **£22,193.71**

**WTC66/20 FREETH INVOICE:**

The invoice for the period 1February 2020 to 30 April 2020 in relation to the lease of 6 Park Street (Document Number 90373969) for £1853 plus VAT was approved for payment.



It was agreed that the Clerk would request a more useful breakdown of costs to be provided with future invoices. Council agreed to Cllr S Parnes' suggestion that Freeths are asked to provide a clearer breakdown of their costs with future invoices and the Clerk would action this request.

**WTC67/20 CLIMATE CHANGE:**

The report was noted with the agreement that a copy of the information within it be added to the Council noticeboards.

The meeting closed at 10.39pm