

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 10<sup>th</sup> SEPTEMBER 2019  
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 S Rasch  
Cllr T Redpath

**ALSO IN ATTENDANCE:** One member of the public.

**WTC86/19 APOLOGIES FOR ABSENCE:**

Cllr D Davies

**WTC87/19 DISCLOSURES OF INTEREST:**

|                |  |
|----------------|--|
| Cllr J Cooper  | <b>Item 10 Planning:</b> Personal interest as he is a member of WODC Uplands Planning Sub-Committee.   |
| Cllr E Poskitt | <b>Item 10 Planning:</b> Personal interest as she is a member of WODC.   |
| Cllr P Jay     | <b>Item 12 Town Council &amp; Blenheim Steering Committee Progress Report:</b> Personal interest as he is a resident of the Retreat, Banbury Road. |

**WTC88/19 PUBLIC PARTICIPATION SESSION:**

None.

**WTC89/19 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 9<sup>th</sup> JULY 2019:**

The minutes of the meeting held on Tuesday 9<sup>th</sup> July were approved, with the following amendment:-

Page 30, lines 12 & 38 - move the word 'into' from after the word 'to' and add it in the text after the word 'enter' so the line reads 'the narrow pavements and to urge OCC to enter into early discussions with.....'

The minutes of the urgent planning committee meeting held on Tuesday 23<sup>rd</sup> July and the 13<sup>th</sup> August 2019 were noted.

Cllr P Redpath pointed out that he had never been a member of the Urgent Planning Committee.

**WTC90/19 DRAFT MINUTES OF THE TOWN MEETING HELD ON 7<sup>th</sup> May 2019:**

The minutes of the Town Meeting held on the 7<sup>th</sup> May 2019 had not been received.

#### **WTC91/19 REPORT FROM THE TOWN CLERK:**

The Clerk provided Council with an update on the following:-

- Naming of the streets within the new development (Woodstock East).
- The response received from OALC relating to the query she submitted requesting advice on whether the Standing Orders had been contravened at the June Town Council meeting.
- Coaches dropping large parties at the Chinese restaurant - this matter is being progressed by PCSO Helen Keen.
- Tree works due to commence in the Water meadows.
- Tree liability cover within Woodstock Town Councils insurance policy.
- Use of her delegated power to arrange disconnection of the electricity supply that fed the storage heaters at Woodstock Community Centre.
- The Clerk updated Council of her attendance at the first seminar for the CILCA qualification and advised that she had a Learning Agreement that the student, trainer and Council were required to sign. Council agreed for The Mayor to sign the Learning Agreement on their behalf and took note of the request to be considerate of the Clerk's workload whilst she is completing the qualification.

#### **WTC92/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:**

CCLlr I Hudspeth had invited Mr Anthony Hulsman, Head of Hard Facilities Management at OCC to attend the meeting and update Council on the developments relating to the further structural deterioration of the library building caused by the storm on 9<sup>th</sup> August 2019. He reported that work would start on site the week beginning 16<sup>th</sup> September, with the demolition of the building commencing on 25<sup>th</sup> September which would take up to two weeks. He assured Council that the area would be made safe after the removal of all debris and he did not anticipate the entrance to Hensington Road Car Park having to be closed off at any stage and also gave his assurance that the Memorial Garden would not be damaged.

The monthly Parish report from CCLlr Hudspeth was received without comment or questions raised.

CCLlr Hudspeth confirmed that the Extinction Rebellion signs that had been sprayed on the road in the centre of Woodstock would be removed.

The Mayor asked CCLlr Hudspeth to ensure the trees in the town are lopped, before the Christmas lights are installed at the end of November as the request for completion of these tree works had been ongoing since the end of 2016. CCLlr Hudspeth agreed to look into the matter.

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

Mr Hulsman left the meeting at this point.

**WTC93/19 COMMUNICATIONS:**

The Mayor reported that she had attended the opening of the Fire & Police Community Hub and said that the weather had been kind and the event was very enjoyable.

She also confirmed that the Salon Privé event in the centre of town held on the evening of Friday 6<sup>th</sup> September had been a great success and enjoyed by all who attended, and the Mayor's chosen charity Woodstock Youth Club would receive £250 raised on the night. She also attended the Salon Privé event at the Blenheim the following day by invitation and said that it was a great event and a lovely day out.

**WTC94/19 QUESTIONS**

None

**WTC95/19 MOTIONS PRESENTED TO THE COUNCIL:**

Cllr P Jay proposed the following motion seconded by Cllr J Cooper and explained his reasons why the matter of the naming of the streets should be drawn to a close:-

*Having seen email correspondence between Councillor Parnes and the Town Clerk about the naming of streets the Council finds no merit in the points raised by Councillor Parnes and fully endorses the replies sent by the Town Clerk.*

A lengthy discussion ensued during which the Clerk informed Council that she had sought advice from the Monitoring Officer at WODC who had given her the confidence to close email discussions politely when she feels she has provided an adequate response to a query and included all the information to which she has access.

A vote was then taken. Cllr M Parkinson requested a named vote.

|              |             |   |   |
|--------------|-------------|---|---|
| <b>VOTE:</b> | For:        | 7 | (Cllrs J Cooper, A Grant, P Jay, E Poskitt, S Rasch, P Redpath & T Redpath) |
|              | Against:    | 1 | (Cllr M Parkinson)  |
|              | Abstaining: | 2 | (Cllrs U Parkinson & J Bleakley)  |

**RESOLVED:** The motion was carried.

The Clerk made a personal statement thanking Council for its support but stated that she had not been personally distressed by the persistent emails received, clarifying that it hindered her ability to do her job properly in the contracted four hours a day.

CCllr I Hudspeth left the meeting at this point and Cllr J Bleakley left the room as he had verbally declared a pecuniary interested in the planning application for Hayrick Barn.

**WTC96/19 PLANNING:**

Council considered the following applications:

Ref: APPLICATION NO: 19/02162/HHD Hayrick Barn, 50 Manor Road, Woodstock  
Replacement of various windows and doors.

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

Cllr J Bleakley returned to the room at this point.

Ref: APPLICATION NO: 19/02262/HHD 17 Green Lane, Woodstock  
Erection of single storey front extension.

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

Ref: APPLICATION NO:19/02266/FUL 2 Ashford Close, Woodstock

Change of use of part of the former Woodstock station building to a flexible use for purposes falling within Class B1 or for ancillary residential use associated with 2 Ashford Close,

**RESOLVED:** WTC opposes this application mindful of the history especially its campaign more than 10 years ago to preserve the area known previously as Youngs Garage and its character as the setting of the former Railway Station from inappropriate development. For that reason the Council considers that this change will conflict with the strengths of the original planning decision to preserve the railway building and the furtherance of employment opportunities on the site.

Ref: APPLICATION NO: 19/02354/FUL Owen Mumford, Green Lane, Woodstock  
Temporary siting of portakabin for five years.

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

#### **WTC97/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY & AUGUST 2019**

Council approved the payments totalling £23,644.82 made in July and £25,847.98 made in August 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for those months.

CMfF Cllr P Jay drew Council's attention to the budget review report which included the following bids:-

| <b>Item</b>                                  | <b>Amount</b> |
|--|---------------|
| Internal Painting of CC                      | 2,200         |
| Prof fees for Development issues             | 3,000         |
| Lawn cemetery extension – additional funds   | 25,000        |
| TH- Ladies toilet upgrade                    | 5,000         |
| Corporate Property Upgrade – 2 Market street | 22,000        |
| Tree planting project                        | 8,000         |
| <b>Total</b>                                 | <b>65,200</b> |

The consequence of approving all of the additional expenditure is that it would reduce the target reserve to a deficit of £45,238.

Cllr P Jay proposed the following motion and after a discussion

*That the council only approve £17,200 worth of bids to be included in the budget review, made up of as follows:*

|   |                       |
|---|-----------------------|
| <i>Internal Painting of CC -</i>        | <i>£2,200</i>         |
| <i>Prof Fees for Development issues</i> | <i>£3,000</i>         |
| <i>Upgrade to 2 Market Street -</i>     | <i><u>£12,000</u></i> |
| <b>Total:</b>                           | <b><i>£17,200</i></b> |

Cllr P Jay explained that £12,000 would be allocated in the ear-marked reserves toward the up-grade of 2 Market Street and an additional £10,000 would be sought within the 2020/21 Budget 2020/21 to cover the outstanding amount required to complete the work.

He advised that the additional proposals within the report should be considered when planning for the 2020/21 Budget in November 2019.

The Mayor then called for a vote.

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

**RESOLVED:** The motion was carried.

Project Monitoring Spreadsheet

The Clerk advised Council that the Lawn Cemetery Extension project cannot be progressed at present due to the estimated cost being considerably more than the amount allocated within the budget. Adequate budgetary provision will need to be allocated within the 2020/21 Budget.

Cllr E Poskitt and the Clerk provided brief updates on the other outstanding projects within the spreadsheet.

**WTC98/19 TOWN COUNCIL & BLENHEIM STEERING COMMITTEE PROGRESS REPORT**

Cllr P Jay and Cllr T Redpath provided a verbal report from the August meeting of the Steering Committee which included an update relating to the development site north of Banbury Road.

Cllr T Redpath informed Council that Community First Oxford had completed an assessment of all community buildings in Woodstock which had rooms available for hire and had included their size, capacity etc in a draft report for comment. She drew attention to four particular places (Woodstock Primary School, Marlborough School, Woodstock Under Fives Association and Woodstock Football Club) that had been specifically identified in the draft report as sites that could be expanded/improved with development and stated on behalf of the four Councillors who are part of the Steering Committee that the inclusion of those comments made the report biased when it should be neutral.

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

*“WTC ask that in the interests of neutrality all references within the tabulation to proposals for funding or relocations associated with the individual sites be removed.”*

An in depth discussion followed during which Cllr J Cooper advised Council that he was no longer a trustee of Community First Oxfordshire.

The Mayor called for a vote.

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

**RESOLVED:** The motion was carried.

Council agreed that they were not satisfied with the response from Cllr Jeff Haine, WODC Cabinet Member for Strategic Planning regarding the Housing Need Survey and a discussion followed on how to progress the matter further.

Cllr P Redpath proposed that the Clerk write to Dr Christine Gore, Executive Director of WODC to request clarification on the matter which was seconded by Cllr A Grant.

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

**RESOLVED:** The motion was carried.

Safe and Sustainable Travel in Woodstock

Cllr M Parkinson volunteered to be the Council representative on the Safe and Sustainable Travel in Woodstock group and agreed to report any relevant information back to Council.

**WTC99/19 REVIEW OF URGENT PLANNING COMMITTEE:**

Council again noted that Cllr P Redpath had never been a member of the Urgent Planning Committee. They agreed that the Committee should remain in place due to the short timescale for commenting on small development planning applications that are received where extensions are not granted. It was also confirmed that that the committee consisted of nine member and therefore only three members needed to attend for a meeting to be quorate.

**WTC100/19 MUSIC SYSTEM AT THE COMMUNITY CENTRE:**

Council formally thanked the Caretaker for her efforts to ensure the sound system at the Community Centre remained in working order. They agreed that the sound system would be available to hire at a charge of £15 per session for a 6 month trial period.

**WTC101/19 CHERWELL DISTRICT COUNCIL PARTIAL REVIEW OF LOCAL PLAN:**

Cllr T Redpath gave a brief verbal summary of her report. She confirmed that after Cherwell District Council have submitted their modifications and the Inspector has looked at them, there will be a 6-week consultation on those main modifications. The plan will then be tidied and re-submitted (probably by Christmas). Cllr T Redpath's recommendation that WTC waits for the 6-week consultation (when the modifications – if any – are known) before making official comment was approved by Council.

Council had previously agreed to commit a further contribution £3,000 towards the professional fees/legal expenses for fighting any future Development issues under minute **WTC97/19**.

Cllr T Redpath stated the Council still need to be mindful of what is happening in relation to the land north of Shipton Road and may have to retain some of the money to seek professional advice on that site if necessary.

**WTC102/19 WOODSTOCK PARKING REVIEW QUESTIONNAIRE:**

Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

*Woodstock Town Council agrees to fund the production of and Councillors to commit their time to distribute the parking questionnaire to all premises in Woodstock.*

It was agreed that there should be a cap of £500 maximum spend on the printing of the questionnaire but the Clerk should write to WODC first stating that WTC would like every household to receive a printed copy of the questionnaire and would they be willing to print 1,700 copies free of charge. WTC Councillors agreed to deliver the questionnaires once printed.

**WTC103/19 NALC DATA PROTECTION:**

The Mayor confirmed that staff were working towards complying with three items listed in NALC Data Protection guidance.

**WTC104/19 TOWN GREEN STATUS:**

The Mayor advised that although Woodstock Town Council had unfortunately not been able to complete the Town or Village Green applications for the recreational spaces in Woodstock. Cllrs T Redpath, E Poskitt and A Grant had attended a meeting with an Officer from West Oxfordshire District Council to discuss how to get the land dedicated as green space.

Cllr T Redpath gave an oral summary of the meeting and emphasised the amount of information that had been provided by the officer from WODC and confirmed that the application would involve a lot of work which would include a public consultation and that Woodstock Town Council would need to engage the services of a specialist company to support the completion of the application. The possibility of obtaining grant funding for the project was mentioned but WTC would need to allocate a budgetary provision to cover any shortfall between actual costs and any grant awarded.

Council agreed to support Cllrs T Redpath, E Poskitt and A Grant pursuing this option and that they should continue their research and bring any further information to the October Meeting.

**WTC105/19 WOODSTOCK ALLOTMENTS:**

It was agreed that the Clerk would contact Mr Kinch and request he contact her as soon as an allotment becomes vacant and she will arrange for it to be advertised appropriately. Council stated that only as a last resort should an allotment be allocated to a person living outside of Woodstock.

Cllr M Parkinson stated that he would like the application process for an allotment to be more accessible.

**WTC106/19 ENVIRONMENT:**

Council noted the recommendations from the Annual Tree Inspection Report. The Clerk advised that she would obtain quotes for the work identified within the report and ask that when quotes are submitted work is listed by area and also by priority, to enable her to ensure that there is adequate budgetary provision for the work.

Cllr P Redpath updated Council on his meeting with Roy Cox, Head of Blenheim Estates at which the Watermeadows were discussed. The meeting was very positive.

Cllr P Redpath agreed to discuss this further with the Clerk.

The member of the public left the meeting at this point (9.35pm).

**EXCLUSION OF THE PUBLIC AND PRESS**

It was then proposed by Cllr J Cooper and seconded by the Mayor 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).

**WTC107/19 WTC PROPERTY PORTFOLIO:**

Cobbled Area

The response the Property Agent had received from the restaurateur in relation to the annual charge and licence for use of the cobbled area was discussed at length by Council.

**RESOLVED:** Council agreed that the Clerk would check whether there were any rent arrears outstanding for the use of the cobbled area and that she would call the Property Agent to request that they write to the tenant and convey that it is with the deepest disappointment that the Woodstock Town Council request that the tables and chairs are removed with immediate effect

2 Park Street

The renewal of the lease for the above property was discussed.

**RESOLVED:** Council agreed for the Property Agent to negotiate the new lease with a view to securing the best terms possible.

4 Park Street

The tenancy was initially for a 12 month period as the tenants were looking to buy a property. As they have not yet secured a property to buy and it looks unlikely that they will do so before November, the Property Agent have recommended offering them a 6 month contract which would take the tenancy expiry date to May 2020.

Cllr A Grant proposed the following motion seconded by Cllr M Parkinson:-

*WTC agrees to their Property Agent's recommendation offering the tenants a 6 month contract which would take the tenancy expiry date to May 2020.*

**RESOLVED:** Council voted unanimously in favour of accepting the recommendation and the motion was carried.

6 Park Street

- Term of Lease – to commence on 1st November 2019 for five years to expire on 30th October 2024
- Rent - £14,000 pa, to be paid monthly in advance
- Deposit - £3,500
- Break Clause – Landlord and tenant after 2 years, with 3 months' notice period
- Rent Review – 1st November 2022

Cllr A Grant proposed the following motion, seconded by Cllr M Parkinson:-

*WTC are satisfied with the above terms and subject to receiving a satisfactory bank reference, agree that Freeths Solicitors should be instructed to draft the lease to include the opening hours clause, as requested.*

**RESOLVED:** Council voted unanimously in favour of approving the motion.

#### 8 Park Street

Cllr A Grant advised Council that the bathroom tiles to the wall surrounding the shower have continued to cause issues despite the sealant having been replaced around the bath. The tiles, grouting and plasterboard behind the tiles need to be replaced as water appears to be seeping in between the grouting.

Two quotations have been received to replace the tiles and plaster board:

|         |            |
|---------|------------|
| Quote 1 | £850+VAT   |
| Quote 2 | £1,100+VAT |

Cllr A Grant Motion proposed the following motion seconded by Cllr M Parkinson:-

*WTC accept Quote 1 of £850 to replace the plaster board and tiles in the shower*

**RESOLVED:** Council voted to accept Quote 1

#### 24 Market Place

The new lease is in the process of being completed. The following additional clause has been proposed by Freeths as requested by the Council:

“The Tenant shall keep the Property open and actively trade from the whole of the Property all Trading Days, except for any period that has been previously agreed in writing with the Landlord.

The Tenant shall use its best endeavours to promote the Tenant’s business at the Property.

The Tenant must not open for business outside the hours of [opening time] to [closing time] [on Mondays to Saturdays (inclusive)] and must not trade on [Sundays,] Christmas Day, Good Friday and any other statutory bank (or local) holiday.

In the event that the Property remains closed without the Landlord’s express written consent, the Landlord shall give to the Tenant not less than 7 days notice (“Notice”) of its wish to determine this lease, and on the expiry of the Notice the term created by this lease is to cease and determine immediately but without affecting any rights or remedies that may have already accrued to the Landlord and the Tenant.”

The tenant is in agreement with the above clause, subject to Council’s agreement to the wording.

Cllr A Grant proposed the following motion seconded by Cllr M Parkinson:-

*The Mayor and the Town Clerk sign the new lease for the tenancy of 24 Market Street on behalf of the Council*

**RESOLVED:** Council approved the lease be signed by The Mayor and the Clerk.

#### 2 Market Street

The Property Agent confirmed that the tenant had responded to the proposal from the July meeting with an offer to agree to the early surrender of the tenancy but on the following terms:

1. No dilapidation costs.
2. No legal fees.
3. 50% refund of deposit.

The Property Agent would not recommend Council agreeing to this proposal as it weighed heavily in favour of the tenant. Their recommendation would be to hold off until the lease termination date.

After some discussion Cllr A Grant proposed the following motion seconded by Cllr M Parkinson:-

*WTC accepts the advice of their Property Agent to proceed no further with an early surrender of the lease and hold off until the lease termination date of May 2020.*

**RESOLVED:** Council voted unanimously in favour of approving the motion.

Council agreed for the Deputy Caretaker to be paid to clean down the outside the property which would make it look less abandoned.

#### **WTC108/19 WYCHWOOD INVOICE:**

Council approved for the quarterly invoice (March 19 – June 19) from the Wychwood Project for the Watermeadows management and maintenance to be paid.

The meeting closed at 22.30hrs