

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 10th DECEMBER 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr A Grant (Mayor)
Cllr J Cooper
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr J Bleakley (arrived at 7.35pm)
Cllr P Jay
Cllr E Poskitt
Cllr P Redpath

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

WTC158/19 APOLOGIES FOR ABSENCE:

Cllr M Parkinson.

Cllrs D Davies, S Parnes and CClr I Hudspeth were also absent from the meeting.

WTC159/19 DISCLOSURES OF INTEREST:

Cllr J Cooper **Item 10 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.

Cllr E Poskitt **Item 10 Planning:** Personal interest as she is a member of WODC.

WTC160/19 MINUTES OF THE TOWN COUNCIL MEETING HELD ON TUESDAY 12th NOVEMBER 2019 & THE BUDGET MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 26th NOVEMBER 2019:

The minutes of the meeting held on Tuesday 12th November 2019 were approved as a true record of the meeting with the following amendments:-

WTC136/19 paragraph 3, line 2 change the word 'Park' to 'Oxford'.
Paragraph 4, line 4 change '200 plus' to 120.
Paragraph 7, line 2 precedent.

The minutes of the budget meeting held on Tuesday 26th November 2019 were approved as a true record of the meeting with the following amendments:-

ALSO IN ATTENDANCE: Rachel Johnson, Responsible Financial Officer was added as being in attendance.

WTC152/19 paragraph 7, line 4 change the word 'finds' to 'funds'.

WTC155/19 paragraph 13, line 2 add the words 'The Council agreed unanimously.'
at the end of the sentence.

Cllr Bleakely arrived at this point in the meeting (7.35pm).

WTC161/19 PUBLIC PARTICIPATION SESSION:

Mr Brian Yoxall addressed Council on the issue of the huge public outcry about traffic congestion on the A40 and A34 towards Oxford. At the Town Meeting held in March of this year Mr Yoxall stated that he had tried to draw attention to the problems created by the single carriageway section between the Turnpike Inn, Yarnton and the Loop Farm roundabout. He had corresponded with Cllr I Hudspeth on the issue and Cllr Hudspeth had pointed out the difficulties created by the two bridges on that section of road. Mr Yoxall went on to say that Cllr Hudspeth had confirmed that the County Council are working on bus priority measures along the A44 into Oxford with a plan to create a Park and Ride on the London Oxford Airport site at the junction of the A44 and A4095.

Mr Yoxall said that he was aware that the Town Council had previously spoken against this possible scenario on the grounds that it would be conducive to growing "suburbanisation" and the possibility of the Doctors Surgery being located there. He felt Woodstock as a community should be supporting the County Council thinking. Mr Yoxall expressed not only would a Park & Ride located at the preferred site help movement between Woodstock and Oxford but it could be a major part of the solution to parking problems in the town.

He urged the Town Council not to close its eyes to this wider perspective and work constructively with the other parties involved, OCC, WODC, Blenheim and the bus operators. He stated that the situation with the Cherwell sites at Begbroke/Yarnton and next to SE Woodstock and Oxford City Council's plan for Oxford North will add pressure on the need to resolve the problems of the A44. He finished by saying "Let's all work together so that the Park and Ride project can be progressed sensibly for the benefit of Woodstock and its neighbouring communities.

Council agreed that Agenda Item 16 - Oxford North and A44 should be brought forward and taken at this point in the meeting.

WTC162/19 OXFORD NORTH AND A44:

Cllr T Redpath reminded Council of the motion shown below that was unanimously agreed by Council at their June meeting:-

- a) *that WTC looks at the pros and cons of an enhanced facility and makes an in-principle only decision on whether it supports the pursuance of plans but does not commit to support unless it has full details of what is eventually proposed.*
- b) *that WTC opposes consideration of a location close to the Bladon corner on the grounds of it adding to the urbanisation of the setting of the approach to the WHS, and in doing so records an in-principle opposition to a new Park & Ride facility being included in this location.'*

Cllr T Redpath said that a Park and Ride facility is a good idea but not on that site, suggesting Langford Lane as a more suitable location for the facility.

Cllr P Jay referred back to the decision made by Council at the same meeting where they approve for the Deputy Mayor, Cllr M Parkinson to attend the meetings for the proposed Improved Health Service (not Woodstock Surgery) near Woodstock and report back to Council any relevant information from those meetings. He proposed that Council should obtain

further information for discussion at a future meeting. During the discussion that followed it was clarified that the Deputy Mayor had not been invited to attend any meetings as none held been held.

Cllr J Cooper referred to the concept of a railway station at Begbroke he said that he had to date not been successful in finding out more details on this concept.

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

that Council reaffirm its motion from June.

VOTE: For: 8 Against: 0 Abstaining: 1

RESOLVED: The motion was carried.

WTC163/19 REPORT FROM THE TOWN CLERK:

The Clerk provided Council with an update on status of the action points from the November Town Council meeting.

She reported that Mr Hargraves, WODC Planning Policy Manager had responded to the question it was resolved that she asked him in relation to the Housing Need Survey.

An apology and agreement to arrange a date for Councillors and an OCC representative to discuss the A44 Road Safety had been received from Mr Eric Owens, Assistant Director for Growth and Place. The Clerk confirmed that she was in the process of obtaining some dates that Mr Owens would be available to meet with Councillors to discuss this issue. She also confirmed that the A44 Safety Audit Report had been produced and will be distributed in the coming days.

The Clerk confirmed that the Woodstock and the Royal Park 900 years of History Association had repaid the £1,000 loan from Woodstock Town Council towards the publication of 'Woodstock Its Buildings and People'.

It was noted that the bench on the Millennium Square had been sanded, re-varnished and sealed. A quote is being submitted to complete the same work on the six benches on the Town Square.

Council noted the decision from the County Council Environment meeting on Thursday 14th November to approve the A44 Oxford Road - Proposed Extension of 30mph Speed Limit and Signalled Pedestrian Crossing.

Action: The Clerk will contact OCC to ask if they can give an indication of the timeframe for implementation of the above.

The Clerk reported that the stair lift is currently out of use as it requires a new power pack and bearings. Two quotes have been received from the company that maintain the equipment which is essential for those who are less mobile to access the upper floors in the Town Hall. The first quote is for the supply of a new power pack at a cost of £600, which the Mayor clarified also included new bearings) and the second quote is to replace the stair lift from the ground floor to the first floor landing at a cost of £2,400.

A vote was called for

That:

WTC agreed to accept Quote 1 to the sum of £600 for the replacement of the power pack which also includes the new bearings

RESOLVED: Council voted unanimously in favour of accepting the quote for £600 to replace the power pack and bearings.

The request from a group who were arranging a charity walk in memory of a friend to use the Community Centre hall as overnight accommodation approximately 16 walkers was discussed by Council. The Mayor said that the Clerk would need to check out whether the request is permissible with the Council's insurers as using the facilities overnight may have implications.

She also said that consideration should be given to the tenants who lease space within the building. Cllr T Redpath drew attention to the Village Hall available to hire as overnight accommodation in Shipton-on-Cherwell that has shower facilities.

Action: It was agreed that the Clerk provide the Administrative Assistant with this information for her to relay back to the enquirer. The Clerk will also contact the Council's insurers for their advice on whether such requests could be permitted and bring their advice back to the January meeting.

WTC164/19 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council and noted in his absence. Cllr P Jay requested that it be made crystal clear to that the County Council should not look to any contribution from Section 106 and or the developer, but should fulfil their obligations to public safety by addressing the problem of the acute public highway danger in the Black Prince Canyon.

Action: The Mayor confirmed that the Clerk would relay the request from Cllr P Jay back to Cllr I Hudspeth.

The District Councillors' report was received. The Mayor queried the communication from WODC proposing to no longer send local Council's hard copies of planning applications and associated drawings from 1st April 2020. Cllr J Cooper confirmed that it was raised at the Financial Planning Scrutiny Committee and that suggestion had been withdrawn.

Cllr T Redpath expressed her concern at the Council Tax changes that had been approved by the District Council, particularly the change where any household with an income of more than £385 per week will not be entitled to support. She said that by her calculation that equated to a yearly income of £20,020 which is not a lot of money and she felt that there were a lot of single people who live on their own and fall into that income bracket who might be affected by the change. Cllr J Cooper clarified that the 25% relief for single people was statutory and that the change related to various household income levels.

WTC165/19 COMMUNICATIONS:

The Mayor advised that there were difficulties accommodating the Breast Screening Vehicle in the Town but the issue was being dealt with by several Councillors.

She informed Council that at the invitation of The Provincial Grand Master and Freemasons of Oxfordshire she had attended the Pantomime at the Playhouse earlier in the afternoon. The

Freemasons had purchased 600 tickets and had invited disadvantaged and disabled children from around the County to attend. She said that it was good fun apart from the bus journey!

The Mayor reminded Councillors that it would be lovely if they could support the Mayors Carols that are being held on Saturday at 5pm.

WTC166/19 QUESTIONS

No questions were received prior to the meeting.

WTC167/19 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC168/19 PLANNING:

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

Ref: APPLICATION NO: 9/03295/HHD Brightside House, 92 Manor Road, Woodstock
Conversion of attached open fronted garage to create extra living space

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/03121/HHD 86 Oxford Street, Woodstock
Rear extension to create a new garden room together with landscaping works including new walling with glass and steel balustrade. Insertion of roof light to rear.

Ref: APPLICATION NO: 19/03122/LBC 86 Oxford Street, Woodstock
Internal and external alterations to include a rear extension to create a new garden room together with landscaping works including new walling with glass and steel balustrade, insertion of roof light to rear and changes to internal layout to provide an en suite on the second floor and alterations to ground floor wash room and utility.

RESOLVED: WTC had no objection to this application.

Ref: APPLICATION NO: 19/03216/HHD 21 Oxford Road, Woodstock
Erection of two storey rear and first floor side extensions, conversion of existing attached garage with new lean-to roof over front elevation and construction of detached double garage.

RESOLVED: WTC had no objection to this application.

WTC169/19 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2019

The Mayor brought to the attention of the Council that Item 11(iii) on the Agenda should read November not October.

The Clerk clarified that the Council charge card is linked to a Lloyds Bank account. The Mayor confirmed that the two entries on page one of the cashbook which show the initials AG do not relate to her.

Cllr P Jay proposed the following motion, seconded by Cllr A Grant:-

that Council approved the payments totalling £23,726.20.90 made in November 2019 and also noted as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month

RESOLVED: Council voted unanimously in favour of the motion being carried.

Cllr P Jay then proposed the following motion, seconded by Cllr A Grant:-

That WTC upgrades its Broadband to the Fibre Connection with the only additional cost being the set-up fee of £295

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

Project Monitoring Spreadsheet

The Clerk advised Council that the Wall Plaque Leaflets and Pictorial Maps projects had not progressed any further during the last month. Cllr E Poskitt said that the reprinting of the Wall Plaque Leaflets had been put on hold due to an issue with Ashford Place wanting a plaque. She will progress both in the New Year.

Council agreed for the Clerk to remove the computer & projection facilities and the Town Hall Boiler from the spreadsheet as these projects were no longer relevant. The funds allocated to replace the Boiler would be kept in reserves.

Cllr P Redpath asked the Clerk to arrange a meeting with both Neil Clennell, Wychwood Project and Roy Cox, Blenheim Estates once the bank repairs on the mill stream have been identified to discuss Blenheim's joint responsibility for the mill stream and by who/when the work will be completed.

Action: The Clerk to contact Neil Clennell and request that an assessment of the Mill Stream bank is undertaken and subsequently arrange a date for the meeting as requested by Cllr P Redpath.

WTC170/19 UPDATE ON PLANNING POLICY ISSUES - CHERWELL LOCAL PLAN:

Cllr T Redpath confirmed that she was happy with most of the content of the Cherwell District Council - Proposed Main Modifications Consultation document that had been prepared by Troy Planning and Design. She had two comments, the first related to point 14 in the document. She said that Troy Planning should be asked to stress the word ***agricultural*** because that is what world heritage site setting is supposed to be 'agricultural'. Her second comment was in relation to point 32 where the wording of the paragraph supports the inspector's reallocation of the 410 homes through a number of sites. She was a little alarmed by that on the grounds that WTC are working alongside Cherwell Development Watch Alliance who she didn't think would take too kindly to the wording of it.

Cllr T Redpath suggested that point 32 within the original document is replaced with the wording below:-

'WTC is affiliated and supports the Cherwell Development Watch Alliance (CDWA) in opposing the provision of 4,400 new dwellings to meet an unproven unmet 'need' for Oxford City. The Oxford City Local Plan is only now undergoing its own Examination in Public. The numbers in their plan are based on a target for the City of 1400 homes per year and this in turn is based on a 2014 SHMA. A 2018 update produced by Oxford

City Council puts estimates of need as a lower target of 776 pa. Should this argument be accepted by the Inspectors, the proposal to build the 4,400 dwellings becomes unnecessary.

WTC opposes the loss of Green Belt as there are strong arguments against exceptional circumstances as above. It does not however diminish in any way the need to protect Woodstock and the historic setting of both the town and the adjoining WHS.'

After a short discussion Cllr P Redpath added an amendment to the recommended response that "as the updated figures suggest a much lower need the Town Council is of the view that the reallocation of the 410 dwellings is unnecessary."

This amendment was accepted and a vote taken.

VOTE: For: 9 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

Woodstock Green Spaces

Cllr T Redpath also confirmed that the Clerk had submitted the registration for the Neighbourhood Plan which will enable Troy Planning & Design to submit the application and apply for grant funding.

WTC171/19 CLIMATE EMERGENCY:

Cllr E Poskitt informed Council that there had been quite an interesting discussion at the most recent uplands planning meeting. WODC aim to make the Eynsham proposal a strong and sustainable Garden Village. She also gave a brief overview of the National Design Guide and confirmed that Councils will be encouraged to develop their own National Design Code to balance the impact on the environment and nature within the areas that are being developed.

Cllr E Poskitt advised Council that during recent discussions between Blenheim and Sustainable Woodstock Dominic Hare had said that Blenheim would be pleased to work with WTC in identifying ways in which they might be able to help with the possibility of having solar panels on the Community Centre and that herself, Cllr M Parkinson and Blenheim will meet in the New Year to explore this further. It was mentioned that Blenheim were having one of their buildings surveyed and would be happy for their Surveyor to survey the Community Centre at the same time.

Action: The Clerk will email Dominic Hare to confirm that WTC would be happy for Blenheim to arrange for a survey of the Community Centre to be undertaken with regard to the viability of fitting solar panels.

WTC172/19 ENVIRONMENT:

A plan showing the proposed layout for the Lawn Cemetery Extension which had been designed by MCA Landscapes was displayed for Councillors to view and comment on.

RESOLVED: Council agreed unanimously in favour of approving the layout of the Lawn Cemetery Extension as designed by MCA Landscapes and for quotes to be sort for the necessary ground works.

Council discussed the request from Mr Stan Scott to provide new signage at Old Woodstock Play Area confirming that it is intended for use by young children and their families.

RESOLVED: The Clerk would seek clarification on the appropriate wording for the signage from Oxfordshire Playing Fields Association and obtain quotes for the signage and bring both back to the January meeting for consideration.

WTC173/19 COUNCILLOR REPRESENTATION ON THE WEST OXFORDSHIRE - JOINT AGENCY TASKING AND COORDINATING (JATAC) GROUP:

After a brief discussion Council decided to defer the item for discussion at the January meeting to allow Councillors time to consider becoming an attendee on behalf of the Council to be part of the group.

WTC174/19 OXFORD NORTH AND A44:

This item was brought forward and recorded under minute number **WTC162/19**.

EXCLUSION OF THE PUBLIC AND PRESS

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).

Kate Begley and the remaining member of the public left the meeting at this point (8.57pm).

WTC175/19 WTC PROPERTY PORTFOLIO:

Cllr A Grant CMfP confirmed that the Property Agent had received three offers from prospective tenants for 6 Park Street and had considered the following offer to be the most suitable, subject to satisfactory references.

The prospective tenant wishes to use the property for an art gallery and has offered the asking rent of £14,000 per annum and would like to take a five year lease with the view to extend for a further 10 years. Financial information is currently being obtained.

Council were asked to approve the recommendation from the Property Agent.

RESOLVED: Council voted unanimously in favour and the motion was carried. It was also agreed for the Mayor and the Clerk to check and sign the lease if it was received prior to the January meeting.

WTC176/19 FREETH INVOICES:

Council approved payment of the following invoices:-

| | | |
|-------------------------|-----------------------------|-------------------|
| <u>24 Market Street</u> | Lease and rent deposit deed | £3,300 inc VAT |
| <u>6 Park Street</u> | Aborted Lease | £3,650.40 inc VAT |

Action: The Mayor asked the Clerk to contact the Solicitors and ensure that the aborted lease would be used with necessary changes for the prospective tenant so as not to incur further expense.

CLlr J Cooper asked to see the specification for the Town Hall toilet.

Action: The Clerk confirmed that the documentation would be made available for CLlr J Cooper to view.

The Mayor wished everyone a Very Happy Christmas

The meeting closed at 21.05hrs

Signed:

Date: