

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 12th MARCH 2019
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr P Jay (Mayor)
Cllr J Bleakley
Cllr D Davies
Cllr U Parkinson
Cllr E Poskitt
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr M Parkinson
Cllr S Parnes (arrived at 7.43pm)
Cllr S Rasch

ALSO IN ATTENDANCE: Some five members of the public and Cllr I Hudspeth who arrived at 7.45pm.

WTC232/18 APOLOGIES FOR ABSENCE:

Cllr P Redpath

WTC233/18 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 11 Planning: Personal interest as he is a member of WODC Uplands Planning Sub-Committee.
Cllr J Cooper	Item 21 Blenheim Talks Progress Report: Prejudicial interest as WODC own the freehold of Glyme Close.
Cllr E Poskitt	Item 11 (a) Planning: Prejudicial interest as she knows the applicant well
Cllr E Poskitt	Item 11 (b-d) Planning: Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

WTC234/18 PUBLIC PARTICIPATION SESSION:

None.

WTC235/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 12th FEBRUARY 2018:

The minutes of the meeting held on 12th February were approved, there were no amendments.

WTC236/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was noted without comment or question owing to him having not arrived at that point of the meeting.

The District Councillors' report was received without comment or questions raised. Cllr E Poskitt apologised for the report not being circulated by email. She explained that she had been working from a computer which did not hold the email contact details for Councillors, therefore she sent it to the Clerk and Administrative Assistant and assumed that they had forwarded it to all relevant parties.

WTC237/18 COMMUNICATIONS:

The Mayor apologised for being intermittently indisposed since the New Year. He stated that if it was felt by the Council that he was not fulfilling his duties he would stand down.

WTC238/18 QUESTIONS:

None.

WTC239/18 MOTIONS PRESENTED TO THE COUNCIL:

The motion presented by Cllr S Parnes was deferred until later as he had not arrived at the meeting at this point.

WTC240/18 BLENHEIM TALKS PROGRESS REPORT:

Cllr T Redpath reported that the purpose of the Steering Group meeting held the previous day was to meet representatives from Oxfordshire County Council and West Oxfordshire District Council and provide an overview to the consultation process and what it is trying to achieve. Both representatives accepted and welcomed the consultation process. The County Council representative showed particular interest in the more strategic roles of Education and Transport and said it was terribly exciting what was planned for Woodstock and it would raise its importance within the County. Cllr T Redpath said she was not sure what was meant by this comment and was slightly alarmed by it and felt that the Steering Group should keep a watch on the situation.

Cllr A Grant provided a brief report on the first consultation meeting which was held on Saturday 9th March from 10am – 2pm in the Community Centre. She said that although the numbers of residents attending was not high it was quite a good meeting and was informative and engaging.

Cllr S Parnes arrived at the point in the meeting.

WTC241/18 RESPONSE TO DRAFT PARKING QUESTIONNAIRE:

Cllr I Hudspeth arrived during the discussion relating to the report presented by the Mayor relating to the Woodstock Parking Review.

After a lengthy debate the Mayor proposed that the Clerk send the reply below to the District Council.

that WTC have carefully considered the draft questionnaire and that a number of discussions both formal and informal have taken place in the Town about this and the Councils conclusions are:-

- 1) the questionnaire as currently drafted fails in their opinion to capture the true dimensions of the parking problem in Woodstock as perceived by the people who live here and do business here and those who represent them.*
- 2) the questionnaire needs to be redrafted fundamentally in the light of those perceptions and returned to the Town Council for further comment at their next meeting.*

A vote was taken.

VOTE: For: 11 Against: 0 Abstaining: 0

RESOLVED: The motion was carried.

The Council also agreed unanimously that the roads shown below be included within the parking questionnaire:-

- New Road
- Oxford Road Service Road
- Harrisons Lane and Chaucers Lane
- Cadogan Park

WTC242/18 PLANNING:

Council considered the following planning applications:

Cllr E Poskitt left the room at this point as she had declared a prejudicial interest in this application.

Ref: APPLICATION NO: 19/00403/S73 Annexe 2A Hensington Close, Woodstock
Non compliance with condition 4 of planning permission 08/0534/P/FP to allow the annexe to be let.

RESOLVED: WTC object to this application on the grounds that letting the annexe as a separate dwelling would exasperate the parking problem already experienced in both Hensington Close and Shipton Road.

Cllr E Poskitt returned to the room at this point.

Ref: APPLICATION NO: 19/00388/ADV 17 Market Street, Woodstock
Erection of fascia and hanging sign

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00389/LBC 17 Market Street, Woodstock
Erection of signs and replacement lights

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00325/HHD 48 Oxford Street, Woodstock
Erection of single storey rear extension to form new garden room.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00326/LBC 48 Oxford Street, Woodstock
Internal and external alterations to erect a single storey rear extension to form new garden room.

RESOLVED: WTC have no objection to this application.

Ref: APPLICATION NO: 19/00401/FUL Barclays Bank, 14 Park Street, Woodstock
Change of use from bank to dwelling.

RESOLVED: WTC object to this application under policy E6 – Residential and Commercial property mix in the town and consider that commercial alternatives that are known to exist should be more fully explored first. An additional residential property will also aggravate the parking problem in the centre of Woodstock.

PLANNING APPEAL

Ref: APP/D3125/W/19/32227)Original Planning Application Ref: 18/03280/FUL) Land To The Rear Of 36 Shipton Road, Woodstock

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

RESOLVED: WTC object to this application on the grounds previously specified and wish strongly to reinforce that view. Ryegrass provides housing for elderly people who need to be able to use the paths and the area identified for the proposed access which is not viable. The land identified for the proposed access is owned by Cottsway Housing who have not permitted access from the rear of the property.

Cllr I Hudpeth arrived at the point.

WTC243/18 COUNTY COUNCILLOR'S UPDATE:

The monthly Parish report from Cllr I Hudspeth was received and two question were raised about Woodstock Library.

Cllr S Parnes asked Cllr I Hudspeth how he can state in his report that the library will be demolished in April, since the application for a determination as to whether prior approval of the authority will be required for the proposed demolition and restoration of the site has yet to be considered by WODC planning department.

Cllr I Hudspeth admitted he was prejudging the outcome of the application but he could not foresee any reason for WODC not to approve the application because the building was a danger to anyone who may climb over the fence and attempt to enter it.

Cllr M Parkinson queried whether permission had been sought to put up the safety fencing and gain access to the Library site via the Memorial Garden land.

Cllr I Hudspeth confirmed that there is a shared wall which will be an issue and Contractors would need to ensure the wall remained. He also said that access can be gained from the other side of the building.

WTC244/18 MOTIONS PRESENTED TO THE COUNCIL:

Cllr S Parnes provided an overview of his reasons for proposing the motion below which was seconded by Cllr J Bleakley:-

Public Advertising of Vacant Council-Owned Commercial Properties

Recognizing prospective benefit from publicly advertising vacant commercial properties, among other things towards inviting increased range of applicant tenants and potential offers,

the Town Council RESOLVES to adopt as part of its policies and procedures the practice of publicly advertising (through and/or in coordination with, the Council's external property advisers) vacancies of any Council-owned commercial properties for a

minimum of 21 days when a new tenant is being sought. Such advertising shall include vacancy notices visible: on the Town Council website and notice boards, outside the vacant property, and in at least one form of publication from which property listings are indicated on at least one major 'property search' website. Subject to any contrary professional advice, on a case by case basis, such advertising in itself is not understood to necessarily require selecting the highest bidder nor (where clearly indicated) waiting for culmination of the full period of advertising if there are compelling reasons not to

After short discussion the point was made that the contract with the property agent clearly stated the required advertising protocol for them to follow.

Mayor called for a vote to be taken.

Cllr S Parnes requested a named vote.

VOTE:	For:	4	(Cllrs S Parnes, U Parkinson, J Bleakley and D Davies)
	Against:	5	(Cllrs J Cooper, E Poskitt, M Parkinson, T Redpath and A Grant)
	Abstaining:	2	(Cllrs S Rasch and P Jay)

RESOLVED: The motion fell.

WTC244/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2019

The Mayor proposed that Council approve the payments for February and also note as satisfactory the Bank Reconciliation and Income and Expenditure Statements for that month.

RESOLVED: The payments totalling £13,473.38 in the month of February were approved.

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

RESOLVED: The summary and detailed Income & Expenditure Statements for February were noted as satisfactory.

Credit card application

The recommendation for Council to approve staff having access to a credit card provided by Unity Trust Bank was discussed.

The Clerk confirmed that the Financial Regulations would need to be amended as there is no provision within the current version of the Regulations to authorise credit card transactions as any approved expenditure has to be signed off by two councillors. She also read out the information received from OALC earlier in the day relating to Councils using corporate credit cards.

Cllr J Cooper queried both the £50 set up fee and the £3 monthly fee per card. He requested that Council defer making a decision until the April meeting which will enable the RFO to have the opportunity to respond to his questions and provide more information in support of applying for a credit card through the Unity Trust Bank.

RESOLVED: Council voted unanimously in favour of the decision being brought back to the April meeting.

Project Monitoring Spreadsheet (enclosed).

The Mayor said that it was desirable that every penny was spent on the two big tree related items of expenditure in this financial year. The Clerk confirmed that the company completing the tree work would ensure that Woodstock Town Council are invoiced to enable the funds to be allocated for the work within this financial year even if there is a delay in the work actually being completed. She advised that there have been delays in the work being started owing to questions that have been raised about how much weight the culverts can take from a tractor and trailer being used to remove the wood from the Water meadows.

The Clerk also confirmed that the reproductions of the Wall Plaque leaflets were also progressing.

Cllr E Poskitt advised she was due to meet with a designer later that week to progress the Town Information Boards and confirmed that Blenheim had agreed to pay for the artistic work. She said that realistically this expenditure would not be within this financial year.

WTC245/18 PLANNING POLICY ISSUES:

Cllr T Redpath gave a brief update on the Cherwell Examination In Public and proposed that Council approve the submission of the post hearing comments on the Cherwell Local Plan which had been drawn up by Graham Keevill, WTC's Heritage Consultant. The Mayor seconded the proposal and Council voted unanimously in favour of the document being submitted to the Programme Officer, Ian Kemp by the Clerk.

Cllr T Redpath provided an overview of the Oxfordshire Plan 2050 and proposed the following motion which was seconded by the Mayor:-

The council warmly endorses the criticism of the Oxfordshire Plan as set out by CPRE (Oxon) and calls for an early restoration of planning principles and local democracy to the direction of any such plan.

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

WTC246/18 NAMING OF STREETS IN WOODSTOCK EAST DEVELOPMENT:

Additional suggestions for street names were received from Cllrs E Poskitt and A Grant after the original list of Historical Themed names compiled by Dr Robert Edwards had been circulated. The Mayor explained that Council were under a time pressure to submit their suggestions. A short discussion followed during which it was suggested that the local schools and members of the public be invited to put forward their ideas for themes or topics for naming the streets within the new development.

Cllr J Bleakley suggested posting on the 'We Love Woodstock' Facebook group which has 2,800 members who either live in or visit Woodstock asking for ideas as it would demonstrate that WTC are inclusive. He said if there were no objections from Councillors he would arrange for the invitation to be communicated via the group; and he agreed to collate all ideas and suggestions received on that page.

Council agreed unanimously that the Clerk would respond to Blenheim advising that Council are not yet ready to submit suggestions as they have agreed to consult the public. All the suggestions will be collated and discussed at the April Town Council meeting; and the outcome from that meeting will be submitted the following day.

WTC247/18 ADOPTION OF THE INTERNATIONALLY RECOGNISED IHRA DEFINITION OF ANTISEMITISM:

Cllr S Parnes provided Council with an overview of his report and proposed the following motion which was seconded by Cllr J Cooper:-

*That Woodstock Town Council RESOLVES that:
(a) aware of the increase in documented incidents and reported concerns related to steep surge in antisemitic incidents; (b) recognizing the role of local authorities in uniting, safeguarding and educating their constituents; and (c) noting Witney Town Council's recent adoption of the IHRA definition of antisemitism, as well as presently progressing considerations within West Oxfordshire District Council towards adopting the same, Woodstock Town Council also RESOLVES to adopt the internationally recognised IHRA definition of antisemitism including the integral examples (as laid out in the accompanying document labelled 'Appendix B'), and its usefulness both as a benchmark in itself, and as a potentially transferable aid for helping to understand, identify and deter other forms of racially motivated aggression and/or hate crimes.*

A brief debate followed during which Cllr E Poskitt proposed shortening the motion to that shown below which was seconded by Cllr U Parkinson and accepted by Cllr S Parnes:-

That Woodstock Town Council also RESOLVES to adopt the internationally recognised IHRA definition of antisemitism including the integral examples (as laid out in the accompanying document labelled 'Appendix B'), and its usefulness both as a benchmark in itself, and as a potentially transferable aid for helping to understand, identify and deter other forms of racially motivated aggression and/or hate crimes.

Council then voted unanimously in favour of the amendment and a vote was taken on the amended motion:-

VOTE: For: 11 Against: 0 Abstaining: 0

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

WTC248/18 UPDATES ARISING FROM DISCUSSIONS AT OXFORD AIRPORT CONSULTATIVE COMMITTEE:-

The report was noted. Cllr E Poskitt asked if Cllr S Parnes would let her know when the next meeting was scheduled to be held as she seemed to have been removed from the email distribution list.

WTC249/18 COWS ON WATERMEADOWS:

The Mayor felt that Council were unable to make a decision and asked that the Wychwood Project, Councils Watermeadow Management Team be consulted as to their view on whether the cows should return to graze on the Watermeadows this year.

WTC250/18 FORMAL REQUEST FOR A ROAD SAFETY AUDIT ON A44:

Cllr M Parkinson provided a brief summary of his report. He had met with Mr Colin Carritt and Mr Stan Scott both of whom are Old Woodstock residents who have extensive experience of the A44 and its particular issues.

He said that after undertaking a brief survey of the A44, a certain stretch of this road was

identified as being particularly dangerous for both vehicles and pedestrians. This was the area, running from the zebra crossing in the Causeway to the pelican crossing halfway up the hill (towards Hill Rise).

His concern and indeed the concern of many of the Old Woodstock residents is that the increase in traffic, especially heavy traffic (not helped by the proposed weight limit in Burford and new builds in the area), will cause the risk of the road to significantly increase.

Cllr M Parkinson proposed the following motion which was seconded by The Mayor:-

WTC agrees to formally write to the County Council through the Clerk's office to request a Road Safety Audit of the part of the A44 that runs through Woodstock with a particular emphasis on the stretch of road that goes into Old Woodstock.

A brief debate followed during which Cllr J Cooper suggested factoring in the additional HGV traffic that will be diverted through Woodstock owing to the Burford weight limit which Cllr M Parkinson was happy to accept.

A vote was taken on the amended motion below:-

WTC agrees to formally write to the County Council through the Clerk's office to request a Road Safety Audit of the part of the A44 that runs through Woodstock with a particular emphasis on the stretch of road that goes into Old Woodstock and to factor in the additional HGV traffic that will be diverted through Woodstock due to the Burford Weight Limit.

VOTE: For: 11 Against: 0 Abstaining: 0

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

WTC251/18 CONCERNS ARISING FROM ERRORS, OMISSIONS, TIMING(S) AND CONTENT RELATED TO APPLICATION 19/00562/PDEM28 RE: DEMOLITION OF LIBRARY FACILITY ON HENSINGTON ROAD:

The motion proposed by Cllr S Parnes was not seconded and the motion was neither debated nor put to the vote.

WTC252/18 MONITORING AIR QUALITY IN WOODSTOCK TOWN CENTRE:

The update from the Clerk confirming that the monitors had been repositioned as requested was noted.

EXCLUSION OF THE PUBLIC AND PRESS

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

The CCllr I Hudspeth, and the members of the public left the meeting at this point.

WTC253/18 WTC PROPERTY PORTFOLIO:

The emergency expenditure authorised by the Clerk for the removal of the floor in the front room of 6 Park Street was noted by Council. Cllr A Grant proposed the following motion which was seconded by Cllr M Parkinson:-

WTC agrees to the quote from Company 1 of £1250 ex VAT to supply and fit to match new laminate flooring, to include all door bars, underlay, trims and waterproof ground barrier.

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

Cllr A Grant reported that the following maintenance work was required in 8 Park Street

- Replacement kitchen cooker hood
- Replacement of grouting to bathroom tiles
- Re sealing of secondary glazing

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

WTC agrees that the general maintenance work as listed above be carried out in 8 Park Street at the cost £666.66

RESOLVED: Council voted unanimously to approve completion of the maintenance work.

Council agreed that the Clerk/Admin assistant should seek advice from a flooring company on the gap between the floor and the skirting board in the Community Centre main hall and obtain quotes for sanding and sealing the floor in the hall. It was expected that if approved the work would need to be completed during the summer when there would be fewer bookings

Improvement Request First Floor Office Community Centre

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

WTC agrees to the improvements requested by the tenant of the First Floor Offices at the Community Centre with all works to be undertaken at the tenant's expense

RESOLVED: Council voted unanimously that the work should be undertaken at the tenant's expense.

Council also approved the payment of the invoice for £4,485.60 received from Freeths for providing advice relating to the forfeiture of a lease between 25th January – 26th February 2019.

The meeting closed at 21.50hrs