

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
RESOURCES AND GENERAL PURPOSES COMMITTEE  
HELD AT 7.30 PM ON TUESDAY 24<sup>TH</sup> JANUARY 2017  
IN THE MAYOR'S PARLOUR,  
WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr E Poskitt (Mayor)                      Cllr J Cooper  
Cllr T Redpath                                Cllr P Jay  
Cllr P Redpath substituting for Cllr B Yoxall (*in accordance with Standing Order 15d*)

**Also in attendance:**

Cllr S Parnes, Cllr A Grant (Acting Town Clerk)  
One member of the public

**RGPC/37/16**

**APOLOGIES FOR ABSENCE**

Cllr F Collingwood, Cllr M Robertson, Cllr B Yoxall

**RGPC/38/16**

**DECLARATIONS OF INTEREST:**

Cllr E Poskitt declared a general interest in Item 5 Planning as member of WODC Uplands Planning Sub-Committee

Cllr J Cooper declared a general interest in Item 5 Planning as a Member of WODC

Cllr S Parnes declared a personal and pecuniary interest in Item 9 Data Protection

**RGPC/39/16**

**MINUTES:**

**RESOLVED:**

**That the minutes of the R&GP committee of Tuesday 27<sup>th</sup> September 2016 and the minutes of the R&GP Committee of Tuesday 22<sup>nd</sup> November 2016 be agreed and signed by the chair as a true record**

**RGPC/40/16**

**PUBLIC PARTICIPATION**

Mr Dennis Allen addressed the committee on the subject of the town centre Christmas lights. He suggested Council explore the possibility of lights which remain fixed in the trees all year round as practised very effectively by some other local councils. Although likely to have increased initial cost, he felt in the long run this could be a cost saving exercise. He would be happy to advise WTC on how to explore the matter further.

**RGPC41/16**

**CHRISTMAS LIGHTS**

The committee agree to bring this item forward on the agenda to allow for discussion on Mr Allen's suggestions. After discussion it was agreed as follows

**ACTION**

The Acting Clerk would liaise with Mr Allen over whom WTC could approach for further advice and the Acting Town Clerk would explore possibilities and likely costs bringing information back to a future council for further consideration.

#### **RGPC/42/16**

##### **PLANNING**

The Mayor and Cllr J Cooper declared general interests as District Councillors involved in planning

The following planning application were received and considered

Ref: 16/04235/FUL Owen Mumford Brook Hill Woodstock

Alteration to extend the existing car park by 3m to fully utilize the available space allowing for opposite end to end parking.

The Committee discussed the fact that the initial application in 2013 had been for a 5 year temporary car park. This application, with only about 18 months left under the temporary agreement, was a surprising expenditure. The temporary nature of the car park was not mentioned and Cllrs questioned why the deficiencies in the car park had not been recognised much earlier. Whilst there seemed no Planning basis for objecting it was

##### **RESOLVED (nem con)**

**That the Acting Clerk should write to convey concerns that the original agreement that the car park was temporary seemed to be forgotten or disregarded.**

#### **RGPC/43/16**

##### **RISK ASSESSMENT**

The Mayor informed committee members that it was now time for the annual Council Risk Assessment review. Relevant sections of the 2015/16 Risk Assessment would be circulated to Cllrs in the next few days for their consideration and comments or suggested changes should be sent to the Acting Clerk as soon as possible.

#### **RGPC/44/16**

##### **STAFF VACANCY**

(i) The Mayor reported that a member of staff would be on leave from 28<sup>th</sup> Feb -13<sup>th</sup> March and cover would be needed. It was agreed to employ a temporary staff person to cover the 5 mornings when the Office would be open to the public during this period.

(ii) The Council considered a paper from the OALC HR advisor re: Staff Vacancy. The suggestions for a way forward in that paper were agreed

**ACTION:** The Mayor will ask the HR advisor to draft a Job description on the basis of the terms she describes and draft an advertisement with suggestions for where it should be circulated.

#### **RGPC/45/16**

**EXCLUSION OF THE PUBLIC AND PRESS** The Mayor proposed and Cllr Redpath seconded the motion and the committee

##### **RESOLVED**

**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).**

**Vote: 3 for 1 against**

Cllr S Parnes left the meeting at this point

**RGPC/46/16**

**DATA PROTECTION UPDATE**

The Mayor gave an update on the recent breach of data protection.

The committee discussed the issue and agreed the following recommendation for the next full Council meeting (Tuesday 14<sup>th</sup> February 2017)

That the Committee

**RECOMMENDS TO WTC**

**In the event of needing any further action on this issue, WTC take legal advice (preferably from the solicitor recommended by OALC).**

The meeting closed at 8.30 pm

Signed.....Date.....