

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 14<sup>th</sup> JULY 2020  
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

**PRESENT:**

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

Cllr A Grant (Deputy Mayor)  
Cllr J Cooper  
Cllr S Parnes  
Cllr E Poskitt  
Cllr T Redpath

**ALSO IN ATTENDANCE:** The Clerk, Mrs Janine Saxton, nine members of the public and Kate Begley as she will be writing a summary of the meeting for the Woodstock and Bladon News.

Prior to the start of the meeting, The Mayor stated agenda items 4 (iii), 6 (i), 24 (ii), 25 (iii), 26, & 28 would not be discussed as the papers were received late and therefore Councillors had not had sufficient time to read them. Agenda item 25(iv) would not be discussed as there were already sufficient garden waste licences for the bins at the Community Centre.

Cllr E Poskitt apologised that the paper for agenda item 28 was submitted late and asked The Mayor whether it would be possible to invite Low Carbon Hub to give a presentation at the September meeting. The Mayor agreed to this request.

The Mayor approved that the draft minutes of the Extraordinary Meeting of the Town Council held on Tuesday 7<sup>th</sup> July 2020 be published on the Council's website.

**WTC75/20 APOLOGIES FOR ABSENCE:**

Cllr S Rasch.

**WTC76/20 DISCLOSURES OF INTEREST:**

Cllr J Cooper

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

Cllr E Poskitt

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

**WTC77/20 PUBLIC PARTICIPATION SESSION:**

None.

**WTC78/20 MINUTES OF THE MAY TOWN COUNCIL MEETING HELD ON TUESDAY 12<sup>H</sup> MAY 2020, THE JUNE TOWN COUNCIL MEETING HELD ON TUESDAY 9<sup>th</sup> JUNE 2020 AND THE EXTRAORDINARY JULY MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 7<sup>th</sup> JULY 2020:**

Cllr E Poskitt proposed that the Council **resolved** that the minutes of the Town Council meeting held on Tuesday 12<sup>th</sup> May 2020 were a true record of the meeting with the inclusion of the updated Budget Carry Forward minute shown below which was seconded by Cllr A Grant:-

**WTC23/20 BUDGET CARRY FORWARDS:** The Council resolved to carry forward unspent planned Budgetary expenditure from the 2019/20 Budget for specific areas and projects as recommended by the RFO in her Budget Carry Forward report, with the exception of the £2,000 allocated for Lawn

Cemetery Handrails which is to be reallocated to COVID-19 Support For Local Voluntary Help Groups. As proposed by Cllr M Parkinson and seconded by Cllr T Redpath the Council also resolved that £663 from the Civic Budget should be requested as a carry forward to the 2020/21 budget and £200 transferred to the ex -Mayor’s Charity, Woodstock Youth Club and £463 transferred into the Lawn Cemetery Handrail budget. As per the table shown below:-

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

	2019/20		2020/21	
	Budget	Expenditure	Suggested Carry Forward	2020/21 Budget
	£	£	£	£
Town Pictorial Maps + Community Plan + Feasibility study	5,500	0	5,500	0
Lawn Cemetery – Extension	5,000	0	5,000	5,000
Millstream bank repairs	5,000	0	5,000	0
Water meadows maintenance	38,000	25,199	5,000	10,500
Lawn Cemetery -handrails	2,000	0	463	0
Civic ( put towards ex -Mayor Charity )	3,600	2297	200	
COVID	00	0	0	Addition to budget £2,000
Computer & Projection facilities	1,000	0	1,000	0
New Boiler	15,000	0	10,000	0
			32,163	£2,000
<b>TOTAL</b>				<b>£34,163</b>

A vote was taken.

**VOTE:** For: 8 Against: 01 Abstaining: 2

The Council **resolved** that the minutes of the Town Council meeting held on Tuesday 9<sup>th</sup> June 2020 were a true record of the meeting with the following amendments:-

Page 16 **WTC43/20** paragraph 10, line 3, delete the word ‘of’ and the question marks from the sentence.

The minutes of the Extraordinary July Town Council meeting held on Tuesday 7<sup>th</sup> July were deferred until the next meeting due to being received late, though draft minute will be posted on the website as agreed by the Mayor earlier in the meeting.

#### **WTC79/20 REPORT FROM THE TOWN CLERK:**

The Council **approved** for the play areas to open from Wednesday 15<sup>th</sup> July and agreed the wording for the signs that would be displayed requesting users to adhere to the government guidelines and encourage them to use the equipment safely.

**WTC80/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:**

Although the monthly Parish report from CClr I Hudspeth was received by Council it was not discussed due to CClr I Hudspeth's absence from the meeting.

The District Councillors' report was received by Council. Cllr S Parnes requested an update on the District Council's Consultation that was discussed at the last full cabinet meeting in relation to the SDP and other plans.

Cllr E Poskitt confirmed that the District Councillors had just received 300 pages of Cabinet papers and at a quick glance the only item of interest she could find was confirmation that the Parking report has been delayed yet again.

Cllr Parnes asked for clarification that if the consultation documents are circulated and the deadline for representation is during August how would the Council go about preparing a response as there is no Town Council meeting scheduled to be held in August?

Cllr E Poskitt replied that if the Council felt so moved then they will hold an Extraordinary Town Council meeting to formulate their response.

Cllr P Jay asked whether a representation had been made to the District Council about the delay in completing the Parking Report.

Cllr J Cooper confirmed that he had made a representation at approximately 5pm but not yet received a reply.

**WTC81/20 COMMUNICATIONS:**

The Mayor informed the Council of the following communications:-

He would like to thank Lisa Rowe, who is retiring from her position as Headteacher at Woodstock C of E Primary School. She has been a leading figure in education and nurture of Woodstock's new generations for many years. The Council agreed to his request for the Clerk to write a letter wishing Lisa all the best for her retirement and thanking her for all her work at Woodstock Primary School.

He was sad to announce the passing of Barbara Gray who was consort to former Mayor, Alan Gray.

**WTC82/20 QUESTIONS:**

No questions were presented to Council.

**WTC83/20 MOTIONS PRESENTED TO THE COUNCIL:**

There were no motions presented to Council.

**WTC84/20 PLANNING:**

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

Ref: APPLICATION NO: 20/01318/LBC Tatham House, 8 Oxford Street, Woodstock  
Replacement of front doors to main entrance with new doors to match existing

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

Ref: APPLICATION NO: 20/01337/HHD 21 Green Lane, Woodstock

Alterations and erection of first floor front extension and insert rooflights over rear kitchen single storey roof.

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

**WTC85/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2020:**

- i) To approve the List of Payments for June 2020 totalling £26,300.44 – The Council **resolved** to approve the payments made in June 2020.

Cllr A Grant requested that it be minuted that the entry ‘Campaign to Protect Old Woodstock’ on page three of the list represented the SSE Resilient Communities Funding payment for Old Woodstock Helping Hands group as that group had asked for the money to be paid into that bank account rather than Old Woodstock Helping Hands having to opening a new bank account.

- ii) To approve the Bank Reconciliation for June 2020 – The Council **resolved** to approve the Bank Reconciliation for June 2020.

- iii) To receive and consider the Income and Expenditure statements for June 2020 – The Council **noted** the Income and Expenditure statements without query or comment.

**WTC86/20 STEERING GROUP - WATER MEADOWS PATH:**

Cllr T Redpath presented the report that she had been asked to produce on behalf of the Steering Group as a record of their meeting where they met to discuss a proposal received from Blenheim for a path across the watermeadows. As a result of their meeting the Steering Group made the following recommendation:-

*WTC does not want any part of the Woodstock watermeadows used to facilitate a pathway through from the new Hill Rise development and agrees that the plan submitted by Blenheim Estate for a bridge across the Mill Stream (R. Glyme) into the watermeadows and associated path/cycleways through the meadows is unacceptable.*

*The watermeadows are wild and tranquil areas to be enjoyed by all residents, and the Council cannot support any urbanisation that will detract from their beauty.*

*If Blenheim is to develop in Old Woodstock, the Council does however acknowledge that a safe access from the new development into the town centre and Woodstock schools will need to be found and suggests that there are better options using land in the ownership of Blenheim estate both within the palace walls and through the meadows behind Hill Rise, crossing the R. Glyme upstream of Owen Mumford and connecting with Green Lane – enabling linkage with the new Banbury Road/Green Lane estate and beyond.*

*All pathway works to be funded by Blenheim Estate without recourse to s106 monies.*

Cllr T Redpath also referred to a plan and map that she had produced which illustrated the potential for linkage of the two new estates (copy available upon request).

Cllr T Redpath informed the Council that Cllr P Jay had produced an alternative Steering Group report titled ‘Walkways From Old Woodstock’ which was not what was agreed at the meeting by the Steering Group .

Cllr P Jay provided a brief summary of slight differences within his report which included the reference to public safety on the highway being the responsibility of the public authority and that any walkway across the River Glyme must be complemented by a walkway through the Park (Blenheim) from Old Woodstock to the Town Centre via the Town Gate.

The Mayor called for a vote on the above recommendation from the Steering Group report.

Cllr S Parnes requested a named vote.

<b>VOTE:</b>	For:	9	(Cllrs A Grant, M Parkinson, T Redpath, P Redpath, U Parkinson, J Cooper, E Poskitt, L Burnham and S Parnes)
	Against:	1	(Cllr P Jay)
	Abstaining:	0	

**RESOLVED:** The motion was carried.

#### **WTC87/20 UPDATE ON PLANNING POLICY ISSUES:**

Cllr T Redpath summarised her report and advised that the Cherwell Development Watch Alliance (CDWA) were currently not in a position to start a full statutory challenge on the Oxford Local Plan. She felt that Woodstock Town Council might support them in principle for their plans going ahead but not necessarily by giving them financial support.

Cllr T Redpath believed that Woodstock Town Council may have to seek further representation if Blenheim do go ahead with challenging the Cherwell Local Plan. She confirmed that the Inspector's report on the Cherwell Local Plan was likely to be approved by Cherwell District Council late August.

She recommended that Woodstock Town Council do not support CDWA financially if they were to challenge the Cherwell Local Plan but would continue to offer them moral support.

The Council **resolved** to approve Cllr T Redpath's recommendation to continue to offer CDWA moral support but not necessarily financial support if they continue their challenge against the Cherwell Local Plan.

#### **WTC88/20 BLACK LIVES MATTER:**

The Council **resolved** to establish a working group consisting of four Councillors (The Mayor, Cllr E Poskitt, Cllr J Cooper and Cllr P Jay) who will meet and discuss how Woodstock could be more diverse and bring their suggestions back to the Council. Although happy to participate as part of the group the Mayor said that he would not be in a position to lead the group due to his work commitments.

#### **WTC89/20 NALC NEW MODEL MEMBER CODE OF CONDUCT CONSULTATION:**

The Council acknowledged the new model member code of conduct consultation but did not offer any comment on it.

#### **WTC90/20 REVIEW OF CEMETERY FEES:**

The Council **approved** the recommendation to increase the Cemetery fees as outlined within the report and that the new fees would apply from 1st September 2020.

Fee increase shown below-

	WTC current charge	WTC charges from 1 <sup>st</sup> Sept 2020	Difference
<b>Purchase of Exclusive Right</b>			
Purchase of Exclusive Right of Burial (ERB) in earthen graves	£300	£315	£15
ERB - Period of lease	75 years	75 years	
Purchase of ERB for child 12 & under	No fee	no fee	
Purchase of ERB for interment of cremated remains	£120	£125.00	£5
<b>Interment Fees</b>			
Interment of the body of a person whose age at the time of death did not exceed 12 years.	No fee	no fee	
Interment of the body of a person whose age at the time of death exceeded 12 years.	£245	£260	£15
Interment of child ashes	No fee	no fee	
Interment of ashes	£115	£120	£5
<b>Memorial Stones</b>			
Erection of memorial headstone	£130	£140.00	£10
Fee for each additional inscription	£60	£65.00	£5
<b>Searches</b>			
Family history search	£20	£25	£5
Cancellation/amendment admin fee for reserved plots	£40	£45	£5
<b>Fees to non residents for Interments &amp; ERBs</b>	<b>Double</b>	<b>Double</b>	

**WTC91/20 TO SEEK APPROVAL OF THE SECRETARY OF STATE FOR HOUSING, COMMUNITIES AND LOCAL GOVERNMENT TO APPLY FOR A PWLB LOAN OF £45,000 OVER THE BORROWING TERM OF 10 YEARS FOR EXTENSION OF THE LAWN CEMETERY IN WOODSTOCK, AT FIXED INTEREST, REPAYABLE IN EQUAL HALF-YEARLY INSTALMENTS:**

Cllr Jay presented the paper, stating that the Council needed to progress with the Cemetery extension as it was their duty to ensure the appropriate facility was in place for future burials.

Cllr Cooper stated that he felt this issue had gone on long enough and should be moved on immediately.

Cllr A Grant proposed that the Council agree the recommendations below which was seconded by Cllr P Jay:-

Recommendations:

1. That the Council agrees to go formally out to tender to the three companies that supplied the lowest initial quotes.
2. That the Council resolves to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £45,000 over the borrowing term of 10 years at fixed interest and equalised half-yearly repayments for the Lawn Cemetery extension.

3. No increase in the tax precept for the purpose of the loan repayments is required or intended.

Cllr T Redpath said that although the required consultation had been ongoing she felt that it would not do any harm to post a public consultation notice on the Council website and on the town noticeboards to outline the proposal and give a deadline for comment.

The Mayor proposed an amendment to recommendations and proposed the inclusion of a fourth recommendation as shown below:-

4. Public consultation notices to be posted on the Town Council website and on the noticeboards with a reasonable timeframe for members of the public to comment.

Cllrs P Jay and A Grant both agreed to the amendment.

Cllr Parnes although not against this process questioned the legal commitment before going out to tender and mentioned the use of the 'Contract Finder Website' for seeking companies to quote.

Cllr Grant replied that this website was actually to vet the stability of companies before any decision was made.

A vote was taken.

**VOTE:** For: 9 Against: 1 Abstaining: 0

**RESOLVED:** The Council voted in favour of the four recommendations.

#### **WTC92/20 REVIEW OF TOWN HALL & COMMUNITY CENTRE BOOKING FEES:**

The Council **agreed** for the current hire charges for the Town Hall and Community Centre to be left unchanged for 2020/21, with a review to be taken in July 2021.

#### **WTC93/20 REOPENING THE TOWN HALL AND COMMUNITY CENTRE FOR BOOKINGS:**

The Clerk provided a brief summary of the work being undertaken by herself, the Administrative Assistant, the CMfP and the Caretaker to enable both venues to meet the government guidelines and requirements from Council's insurers and reopen for bookings as soon as possible.

Council were asked to approve the following recommendations:-

- *That Council support the proposal for working towards the Town Hall and Community Centre re-opening*
- *The Clerk to use her delegated power as set out in Standing Orders to authorise the purchase of the necessary equipment required to enable the reopening of the Council's venues*
- *Any extra hours needed for the Caretaker and Deputy Caretaker to be overseen by the Clerk*

**RESOLVED:** The Council voted unanimously to approve the recommendations.

**WTC94/20 HOLDING COUNCIL MEETINGS BY VIRTUAL MEANS:**

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

1. *WTC agrees to the advice given by NALC and will continue their meeting by virtual means using Zoom until further notice whilst taking notice of the following from NALC bulletin of 29<sup>th</sup> June 2020*

NALC will be updating its guidance on remote meetings early next week to include information on how to approach 'hybrid meetings' (where some people attend in person and others join remotely) effectively and safely.

2. *Once this information is forthcoming the Clerk will look into the provision of such equipment that will be necessary to hold so called Hybrid meetings and report back for agreement should the Council wish to change to this form of meeting.*

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

**WTC95/20 PARISH AND TOWN COUNCIL £200 DEFIBRILLATOR GRANT:**

Old Woodstock was suggested as a potential site for another defibrillator and Cllr J Cooper proposed that it could be located by the bus stop at Hill Rise as there is a power source at the site.

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

*the Clerk refers back to the charity and investigates the questions raised with them and the Council agree in principle to accept the £200 grant if applicable.*

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

**WTC96/20 OXFORDSHIRE COUNTY COUNCIL BIKE RACK FUND:**

Cllr A Grant informed Council she had received an email from Will Hayes, Graduate Planner at WODC advising that funding is available for additional cycle racks and Woodstock had been highlighted by OCC as an area that requires improved cycling infrastructure.

The Mayor had received feedback that the provision of cycle racks to the side of the Town Hall was inadequate and suggested more racks being installed at that location.

Cllr E Poskitt suggested having more racks at the bus stop opposite the Hensington Gate.

The Mayor proposed the following motion which was seconded by Cllr J Cooper:-

*the Council take up the offer and look into adding cycle racks to the areas that the Mayor and Cllr E Poskitt had identified.*

A vote was taken.

**VOTE:** For: 9 Against: 0 Abstaining: 1

**RESOLVED:** The motion was carried.

## **WTC97/20 WTC WEBSITE PROPOSAL:**

Cllr L Burnham provided Council with a brief overview of his report before proposing the following motion which was seconded by Cllr Grant:-

- a) *WTC agrees to implement a new, compliant website as soon as possible at an initial set-up cost of £599 (non VAT) plus £300 per annum for ongoing hosting, maintenance and support.*
- b) *WTC agrees to the Website Working Group together with the Clerk and Administration Assistant to progress the setting up of a new website in compliance with WCAG2.1 standards, GDPR, Accessibility statement supported by a Town / Parish Council website specialist.*
- c) *WTC agrees that the Administration Assistant shall be allocated up to a maximum of an additional 20 hours payable work during the month of August, to be dedicated to the implementation of the new website. It is anticipated that this would be spread over 4 weeks, at the rate of an additional 5 hours per week*

Cllr P Jay requested that the new website be 'searchable' particularly with regard to Council minutes.

Cllr L Burnham said that there is a search and retrieve facility and he agreed to test that it would meet the requirement that Cllr P Jay had specified.

Cllr Parnes commented about the advertising that appears on the present website when using the search facility. Woodstock Town Council did not seem to have any control over and Cllr S Parnes said he hoped that this would not be the case with the new website.

**RESOLVED:** The Council voted unanimously in favour of Cllr L Burham's motion.

## **WTC98/20 APPLICATION TO ADDRESS PHASE 2 - WOODSTOCK EAST:**

Cllr S Parnes suggested that the Council clarify with WODC that the development has now been named 'Park View' and 'land East of Woodstock' and enquire as to why they are still referring to it as 'Woodstock East'.

Cllr S Parnes proposed the following motion

*the Council go back and ask that they have chosen from one of the categories they consider actually for the other categories of names as it would be more representative of the preferences of the Community.*

The Mayor asked if there was a seconder for the motion. No Councillor seconded the motion and it fell.

Cllr E Poskitt suggested removal of the 's' on the end of past shopkeepers' names so they read as they were spelt.

Cllr T Redpath agreed with Cllr E Poskitt's suggestion.

The Mayor asked Councillors if they agreed with the proposed names for the streets within Phase 2 of the development shown below:-

- Wheeler – Antique Shop
- Carter – Antique Shop
- Castle – Sweet/ Toy Shop
- Strong & Morris – An Outfitters

**RESOLVED:** The Council voted unanimously to approve the proposed street names.

#### **WTC99/20 ENVIRONMENT:**

Cllr P Redpath provided some background on the history of the water meadows and that the Glyme Close properties that were built on meadow 7 which was a landfill site.

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

*In deciding upon the next steps, it is recommended that WTC:*

- Appoint a surveyor to formally plot the Land Registry boundary of the watermeadows with the gardens of Glyme Close, and confirm any encroachment that has taken place.*
- Where any encroachment is confirmed, take further legal advice (in the first instance from NALC) as to the most appropriate course of action required to remedy the situation including the removal of construction e.g. path/walls.*
- Write another letter to each of houses no 5-8 Glyme Close reaffirming their need to check their boundaries and warning them against any activity resulting in encroachment. Letter to be sent to NALC prior to sending to ensure that all aspects are covered*
- Takes into account the NALC solicitor comment on moving the fence to the actual boundary which will confirm the Town Council's ownership of the land.*

A vote was taken on the recommendations,

**VOTE:** For: 9 Against: 1 Abstaining: 0

**RESOLVED:** The motion was carried.

The Council **resolved** to accept the quote of £890 plus mileage and accommodation costs if necessary received from ROSPA to complete the annual inspection of the water meadows.

The request from Woodstock in Bloom for an additional garden waste licence to be purchase was not discussed as there are already sufficient garden waste licences for the bins at the Community Centre. The Clerk would pass the information back to Woodstock in Bloom via Dr Robert Edwards.

#### **WTC100/20 OALC AUTUMN TRAINING:**

Councillors acknowledged the provision of online training being offered by OALC but did not show any interest in attending any of the sessions.

**WTC101/20 WTC PROPERTY PORTFOLIO:**

The Council **agreed** to defer the item as part of the report needed to be discussed in confidential session and rules for virtual Council meetings did not allow a public meeting to continue in confidential session.

Cllr A Grant suggested the meeting scheduled to be held on 1st September should start at 7pm to accommodate the item being discussed in a confidential meeting prior to the main monthly meeting at 7.30pm which the public would be able to join.

The Council unanimously agreed to this suggestion.

**WTC102/20 FREETH INVOICE:**

The two invoices for £648 plus VAT (document number: 90377483) for the period up to 31 May 2020 and £504 plus VAT (document number 90381782) for the period up to 30 June 2020 relating to the lease of 6 Park Street were **approved** by the Council for payment.

**WTC103/20 DAMAGED SIGN IN HARRISONS LANE:**

Cllr T Redpath questioned why the damaged sign needed to be replaced with an expensive cast iron sign rather than the cheaper sign for which WODC would cover the cost. After some discussion Cllr P Redpath proposed the following motion which was seconded by The Mayor:-

*the Council order the £60 sign rather than the more expensive cast iron sign*

A vote was taken.

**VOTE:** For: 7 Against: 1 Abstaining: 2

**RESOLVED:** The motion was carried.

The meeting closed at 9.31pm