

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 8th SEPTEMBER 2020
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)	Cllr A Grant (Deputy Mayor)
Cllr L Burnham	Cllr J Cooper
Cllr P Jay - joined the meeting at 8.05pm	Cllr S Parnes
Cllr U Parkinson	Cllr E Poskitt
Cllr S Rasch - joined the meeting at 8.30pm	Cllr P Redpath
Cllr T Redpath	Cllr E White - joined the meeting at 7.40pm

ALSO IN ATTENDANCE: CCllr Ian Hudspeth, 3 members of the public and Kate Begley who has previously written a summary of the meetings for the Woodstock and Bladon News.

WTC123/20 APOLOGIES FOR ABSENCE:

There were no apologies for absence received but Cllr S Rasch had informed the Clerk in advance that she would join the meeting late due to a prior commitment.

The Clerk did not attend the meeting due to being unwell.

WTC124/20 DISCLOSURES OF INTEREST:

Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.
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Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
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WTC125/20 PUBLIC PARTICIPATION SESSION:

None.

WTC126/20 MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON TUESDAY 4th AUGUST 2020, AND THE CONFIDENTIAL SESSION OF THE TOWN COUNCIL HELD ON TUESDAY 1st SEPTEMBER 2020:

Council approved the minutes of Extraordinary Town Council Meeting held on 4th August 2020 as an accurate record of the meeting.

Cllr T Redpath pointed out that the draft minutes of the confidential session held on Tuesday 1st September had not been circulated prior to the meeting and in accordance with Standing Orders they should have been. She asked the Council for their agreement that they be deferred to the next meeting to regularise this. The Council agreed the request.

WTC127/20 REPORT FROM THE TOWN CLERK:

The Council noted all the items within the Town Clerk's report with the exception of the following where there was further discussion:-.

Policy For Reopening the Community Centre and Town Hall To Hirers

The Council did not agree with the safeguarding policy that was presented at the meeting, stating that the Council's policy needed to be exemplary and they felt it needed to include many more measures.

Cllr J Cooper suggested that the policy when amended was sent to Community First Oxfordshire for agreement. This was supported by Cllr E Poskitt.

Cllr S Parnes stated that WODC had not yet opened up their venues and that their guidance would be helpful.

Cllr E White joined the meeting at this point (7.40pm).

It was noted that a wedding had already taken place without a safeguarding policy being agreed by Council.

Cllr E Poskitt proposed the following motion that was seconded by Cllr M Parkinson:-

that the policy is sent to Community First Oxfordshire for them to analyse before going ahead with any other bookings..

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

Cllr A Grant asked the Council to agree that a copy of the reviewed policy be sent to Zurich, the Council's insurer for agreement to ensure the council had any insurance requirement in place.

RESOLVED: The council unanimously agreed to Cllr A Grant's request.

WTC128/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

Condolences were expressed by Cllr J Cooper and CCllr I Hudspeth for Mrs Maureen Hasting and Mr Keith Mitchell who had sadly passed away.

Cllr S Parnes expressed his concerns regarding the Temporary Traffic Order (TTO) for the closure of spaces in Oxford Street and, as the pavement licence had been refused, what would happen to the spaces?

CCllr I Hudspeth expressed his view that only either WODC or OCC could determine use of these spaces.

Cllr E Poskitt said she thought an amended application would be submitted by the business in Oxford Street.

Cllr L Burnham clarified that only two pavement licence applications had been received from Woodstock businesses, one licence had been issued and one refused. He also advised that only ten applications had been submitted across the district to date and nine of them had been approved and licences issued.

Cllr L Burnham stated he had received an email from a Town Centre resident requesting help in relation to unruly and unacceptable behaviour in the Town Centre late in the evening running into the early hours of the morning and requesting a greater police presence within the Town.

Cllr I Hudspeth said that although there had been more Police present due to incidents being reported, resources did not allow for extra policing but he urged residents to call the Police for assistance.

Cllr J Cooper reported that the planning application for 24 Park Street had been refused and he praised the exceptional letters that were submitted by Cllr I Hudspeth, Cllrs E Poskitt and M Parkinson and Mr John Webley.

Cllr Poskitt brought to the Council's attention that the Salt Cross (Eynsham Garden Village) Area Action Plan was now out for consultation. No consideration had been given to the impact this would have on Bladon and Woodstock.

WTC129/20 COMMUNICATIONS:

Although the Mayor was aware there was a question from Cllr S Parnes he had not had sight of it on paper and felt he had not had time to prepare an answer.

Cllr S Parnes read out his question as shown below:-

On September 1st, 2020, the Town Council conducted a meeting entirely in confidential session during which it decided to award a contract which was broadly valued at double the threshold at which legal requirements including the Public Contracts Regulations 2015 require advertisement of the contract on the Contract Finder website, as well as other procedures defined for public procurement of goods and services. The measures required for contracts above 25,000 pounds value are also referenced in the Council's Standing Orders, and guidance issued by the National Association of Local Councils (NALC). The Contracts Finder website lists hundreds of cemetery works contracts, including those by parish councils. Why did Woodstock Town Council not abide by these legal requirements?

The Mayor stated he would answer the question submitted by Cllr S Parnes by email.

WTC130/20 QUESTIONS:

No questions were presented to Council.

WTC131/20 MOTIONS PRESENTED TO THE COUNCIL:

There were no motions presented to Council.

WTC132/20 PLANNING:

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

Ref: APPLICATION NO: 20/01880/HHD 10 Rectory Lane, Woodstock

Conversion of garage into habitable space and addition of single storey rear extension. Addition of parking to rear of property.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/02021/HHD 7 Rosamund Drive, Woodstock

Erection of single storey front and rear extension and additional dormer to rear elevation.

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/01807/HHD 12 Crecy Walk, Woodstock
Two storey rear extension.

RESOLVED: that WTC has no objection to this application.

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

Alterations and erection of single storey front extension, single storey side extension and raising of the roof and first floor box dormer to rear.(amended)

RESOLVED: that WTC has no objection to this application.

Ref: APPLICATION NO: 20/01916/HHD 23 Oxford Road, Woodstock

Single storey side extension.

RESOLVED: that WTC has no objection to this application.

Cllr P Jay joined the meeting at this point (8.05pm).

WTC133/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2020:

- i) To approve the List of Payments for July 2020 totalling £24,877.89 – The Council **resolved** to approve the payments made in July 2020.
- ii) To approve the Bank Reconciliation for July 2020 – The Council **resolved** to approve the Bank Reconciliation for July 2020.
- iii) To receive and consider the Income and Expenditure statements for July 2020 – The Council **noted** the Income and Expenditure statements without query or comment.
- iv) To receive and approve the Budget review report and spreadsheet – The Council **resolved** to approve the Budget Review which included the following motions proposed by Cllr P Jay which were seconded by Cllr E Poskitt:-

That the council approve the removal of the following amounts of expenditure from the budget:

<i>Tree planting & maintenance</i>	-	<i>£9,000</i>
<i>Town Hall office refurb</i>	-	<i>£10,000</i>
<i>Computer / projection facilities</i>	-	<i>£1,000</i>
<i>Internal painting of CC</i>	-	<i>£4,000</i>
<i>Total:</i>		<i>£24,000</i>

And: Include an additional expenditure of £1,800 for engraving of the Mayor's chain

And: that the council approve the inclusion of the additional expenditure of £7,500 for 2 Market Street and approve the reduction of the planned reserve to £44,736

- v) To receive and note the monthly project monitoring spreadsheet. The Council **noted** the spreadsheet.

The Responsible Financial Officer was thanked for her exceptional hard work on the budget review and for her attendance at the meeting.

WTC134/20 PLANNING UPDATES:

Cherwell Local Plan

Cllr T Redpath reported that Cherwell District Council had voted in favour of adopting the Local Plan at their meeting held the previous evening and also informed Council that Cherwell Development Watch Alliance had been talking to a barrister pending a possible legal challenge against the adoption of the Cherwell Local Plan.

Council's attention was drawn to the campaign against the closure of Sandy Lane and the vehicle crossing being replaced by a footbridge which would have a huge impact on the A44 traffic pinch points as the route is used as a relief road.

Changes to the Planning System

Cllr T Redpath provided Council with a brief summary of her report.

Cllr S Rasch joined the meeting at this point (8.30pm).

Cllr E Poskitt proposed the following motion which was seconded by Cllr T Redpath:-

that 2-3 Councillors get together to formulate a reply to the 'Changes to the Planning System' document and write to both the District Council and local MP urging them to complain about new methodology.

Cllrs T Redpath, E Poskitt and J Cooper volunteered to get together to formulate a reply on behalf of the Council.

A vote was taken.

VOTE: For: 11 Against: 0 Abstaining: 1

RESOLVED: The Council agreed that Cllrs T Redpath, E Poskitt and J Cooper formulate a reply.

WODC Consultation on Community Infrastructure Levy (CIL) Draft Charging Schedule and Draft Affordable Housing Supplementary Planning Document (SPD)

Cllr J Cooper proposed the following motion which was seconded by Cllr M Parkinson:-

that Council support the CIL consultation.

VOTE: For: 7 Against: 1 Abstaining: 3

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

The council made no comment on the SPD document.

Blenheim Estate in 'rubbish housing' warning

This item was deferred to be brought back to the next meeting at the request of Cllr T Redpath. Cllr Cooper left the meeting at this point (9pm).

WTC135/20 BLACK LIVES MATTER:

After some discussion the Council agreed that Cllrs P Jay and E Poskitt would write an 'open text' which would be circulated to all Councillors' for agreement of content before being printed in the next Town Council newsletter.

WTC136/20 CLIMATE CHANGE - MEETING WITH LOW CARBON HUB:

The recent meeting a number of Councillors had with Low Carbon Hub was discussed.

Cllr S Parnes informed Council that he had discussed with Cottsway Housing the possibility of considering a request from the Council for solar panels from the Ryegrass bungalows for use on the Community Centre when the properties are demolished.

The viability of investing in solar panels as opposed to sourcing a provider of green energy was also discussed

Cllr E Poskitt proposed the following motion that was seconded by Cllr A Grant:-

that WTC explore the possibility of moving to green energy.

A vote was taken.

VOTE: FOR: 11 Against: 0 Abstaining: 0

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

WTC137/20 WTC WEBSITE:

The Mayor thanked Cllr L Burnham for his hard work on the project.

Cllr L Burnham provided a brief summary of his report before proposing the following motion which was seconded by Cllr M Parkinson:-

Following an appropriate period of staff training, it is proposed that we go-live with the new site at some point during September 2020. The date is not yet fixed, but it is proposed that the Website Steering Group, along with staff members, should decide upon a suitable date as and when the site is finally ready and suitable training has taken place, without further recourse to the Town Council.

In addition, it is proposed that Cllr Burnham provides ongoing oversight of the new system, assisting and advising staff as necessary.

A vote was then taken.

VOTE: For: 11 Against: 0 Abstaining: 0

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

The council were made aware that the Administrative Assistant was unable to use zoom on her computer and that Triumph had been contacted and asked to help resolve this issue.

WTC138/20 HAND SANITISER STATIONS:

Cllr S Parnes provided a brief summary of his report before proposing the following motion:-

that for enhancement of safety in the Town during the ongoing pandemic, the Town Council ask the Town Clerk to utilise delegated authority for expenditure on Health & Safety grounds, to procure two stations and 8 weeks of refills per station initially, for

deployment at two outdoor locations to be determined, and to allocate half an hour of staff time per week to refill both stations.

Numerous views were expressed by Councillors but as there was no seconder for motion it fell.

WTC139/20 FRONT HEDGE AT WAR MEMORIAL:

The Council agreed to the removal of the hedge at the front of the war memorial garden and for costs to be brought back to the council at a later date to include an indiscrete barrier as is already in place around the rest of the garden and whether to turf or plant the area once the hedge has been removed.

WTC140/20 SHIPTON ROAD CONSTRUCTION TRAFFIC MANAGEMENT:

Cllr S Parnes proposed the following motion which was seconded by Cllr M Parkinson:

That Woodstock Town Council notes with respect and appreciation the swift response and timely action by the Blenheim Estate and Pye Homes in clearing the dirt and debris apparently tracked by vehicles from the 'Park View' construction site around the 21st of August, onto Shipton Road, and the Council is grateful for their confirmed endeavours to ensure adherence of the Traffic Management plan including prevention of traffic turning left out of the site and passing the Marlborough School in future.

A vote was taken.

VOTE: For: 9 Against: 0 Abstained: 1

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

WTC141/20 PAVEMENT LICENSING PUBLIC CONSULTATION WEBSITE:

Cllr S Parnes confirmed that the clarification provided by Cllr L Burnham earlier in the meeting had answered the question he was going to ask.

WTC142/20 BLENHEIM DEVELOPMENT CONSULTATION:

After some debate the Council agreed that the document of questions and responses from the Blenheim Development Consultation would not be published in the minutes as had been proposed within Cllr S Parnes' report that had no seconder but they would be available in the Town Hall for any member of the public to access upon request.

Cllr T Redpath requested that it be minuted that a question she had sent to Blenheim separately to the list of questions sent on behalf of the Council in which she had queried the number of dwellings across the three sites that would increase the total number to 730 as opposed to the 600 that the Inspector stated Woodstock could cope with. To date she had not received a response from Blenheim.

Cllr E White confirmed that she would be writing a summary of this and future meetings for the Woodstock and Bladon News as Kate Begley was returning to university. Kate Begley was thanked warmly for the work she had done reporting the meetings for Woodstock and Bladon News and wished Good Luck for her return to university

The meeting closed at 10.18pm