

**MINUTES OF THE EXTRAORDINARY MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 27<sup>th</sup> OCTOBER 2020  
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

**PRESENT:**

Cllr M Parkinson (Mayor)  
Cllr L Burnham  
Cllr P Jay  
Cllr E Poskitt  
Cllr S Rasch  
Cllr T Redpath

Cllr A Grant (Deputy Mayor)  
Cllr J Cooper  
Cllr S Parnes  
Cllr U Parkinson  
Cllr P Redpath

**ALSO IN ATTENDANCE:** Six members of the public.

The Clerk was not in attendance at the meeting due to having a prior commitment.

**WTC180/20 APOLOGIES FOR ABSENCE:**

Cllr E White

**WTC181/20 DISCLOSURES OF INTEREST:**

Cllr J Cooper

**Item 7 Planning:** Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr E Poskitt

**Item 7 Planning:** Personal interest as she is a member of WODC.

**WTC182/20 PUBLIC PARTICIPATION SESSION:**

Anthony Glees addressed the Council regarding the sudden closure of the Town Hall for the Pilates Class he attends.

The Mayor read out a written statement on behalf of Sarah Moncrieff an art teacher and hirer of the Community Centre whose business has been affected by the closure of the Community Centre.

**WTC183/20 COMMUNICATIONS:**

Cllr A Grant advised Council that on the previous day she had had a 90 minute telephone conversation with a Ryegrass resident who was extremely distraught at the thought of having to imminently leave his home.

**WTC184/20 QUESTIONS:**

The following question submitted by Cllr S Parnes was presented to Council:-

“Item 13 on tonight's Agenda is titled "AGENDA & REPORTS DEADLINE" and is comprised of a report containing a motion from the Mayor which was originally proposed and seconded at the Town Council Meeting of 13th October but then adjourned out of due regard for the Town Council's Standing Order 31(b) which states: "A motion permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without

discussion to the next ordinary meeting of the Council and shall not be carried at that meeting unless two-thirds of the councillors present and entitled so vote." Notwithstanding that tonight's ETC meeting was called by the Mayor without advance publicity and without all councillors being internally informed that the meeting would be called prior to the actual Agenda publication itself, bearing in mind that tonight's (October 27th) meeting is neither the next ordinary meeting, nor - as an Extraordinary Town Council Meeting - even an ordinary meeting at all, on what grounds in compliance with Standing Orders has the Mayor sought to present for voting and discussion his motion in advance of "the next ordinary meeting of the Council" which in accordance with Standing Orders - and as would have been routinely expected at the previous meeting - can only be November 10th and not 27th October or any other date as no ordinary meeting can be introduced prior to "the next ordinary meeting of the Council"?

The Mayor responded that Cllr S Parnes was entirely right and the item would be added to the next Town Council meeting scheduled to be held on Tuesday 10<sup>th</sup> November.

#### **WTC185/20 MOTIONS PRESENTED TO THE COUNCIL:**

There were no motions presented to Council.

#### **WTC186/20 PLANNING:**

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

Ref: APPLICATION NO 20/02280/HHD 7 St Andrews Square, Woodstock  
Conversion of existing window into an external door

Ref: APPLICATION NO 20/02281/LBC 7 St Andrews Square, Woodstock  
Alterations to convert an existing ground floor window into a doorway

**RESOLVED:** WTC acknowledge and support the Conservation Officers comments.

Due to Cllr S Parnes experiencing technical difficulties the Council agreed that he would try to reconnect to the meeting via a different device. The Council agreed to move onto Agenda Item 8 - Remembrance Sunday Covid-19 Policy whilst Cllr S Parnes resolved the difficulties with his computer audio equipment.

#### **WTC187/20 REMEMBRANCE SUNDAY COVID-19 POLICY:**

Cllr E Poskitt provided Council with an overview of the possibility of having a small procession and wreath laying ceremony on Remembrance Sunday before proposing the following motion which was seconded by Cllr J Cooper:-

*that WTC looks positively and creatively at managing the civic aspects of the Remembrance event on 8<sup>th</sup> November 2020*

Cllrs J Cooper and L Burnham both offered to help out with setting up the event.

The Mayor confirmed that he was hoping to be available to lay a wreath but would not attend the Church service.

**VOTE:** For: 11 Against: 0 Abstaining 0

**RESOLVED:** The motion was carried

#### **WTC188/20 PLANNING (CONTINUED):**

Ref: APPLICATION NO 20/01817/FUL Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock

Installation of Net Zero Carbon project comprising Photo Voltaic solar array (PV Array), Battery Electrical Storage System (BESS), connecting cables, substation, heat pump, water source heat collector pipework, connecting pipes, removal of substation in Palace undercroft and associated works.

Ref: APPLICATION NO 20/01818/LBC Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock

Internal and external alterations as part of installation of Net Zero Carbon project including heat pump and associated pipework and cabling within the palace undercroft.

Cllr S Parnes provided a brief overview of his paper.

The first motion proposed by Cllr S Parnes was not seconded and was therefore not progressed.

Cllr S Parnes proposed the following motion (proposal 2a within his paper) which was seconded by Cllr T Redpath:-

*It is proposed the Full Council confirm and notify the Planning Authority specifically as to whether or not it supports Application 20/0817/FUL.*

Cllr T Redpath requested a named vote.

<b>VOTE:</b>	For:	8	Cllrs S Parnes, M Parkinson, P Jay, E Poskitt, J Cooper, U Parkinson, S Rasch & L Burnham
	Against:	2	Cllrs T Redpath & P Redpath
	Abstaining:	1	Cllr A Grant

**RESOLVED:** The motion was carried.

Cllr S Parnes proposed the following motion (proposal 2b within his paper) which was seconded by Cllr T Redpath:-

*That the Town Council include in, or add a submission to the Application, supporting London Oxford Airport's recently submitted comment drawing attention to the fact that the proposed development is located approximately 1.7 miles from the centre of the runway, and that "some reassurances on the specification of the intended PV panels to be used would be of interest. Peripheral structure, framework etc. would be best if treated with matt, non-shiny, minimal glint finishes." The Council should also draw the Planning Authority's attention to potential airspace activity involving traffic that may be associated with RAF Brize Norton and users of Enstone Airfield, which should therefore also be consulted and considered.*

A vote was taken

<b>VOTE:</b>	For:	6	Against:	3	Abstaining:	2
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**RESOLVED:** The motion was carried.

CLlr S Parnes proposed the following motion (proposal 3 within his paper) which was seconded by CLlr M Parkinson:-

*That, (a) as considerations on options for installation of solar panels on the Community Centre have been intermittently resurrected, including very recently, during the past eight years or more; and (b) as grant of the Application would result in a large-quantity of solar panel procurement for local installation, the Town Council shall convey to the Applicant and Planning Authority its request for - and interest in - consideration in principle for any potential opportunities to benefit from a 'buy-in' or contribution/gifting of extra solar panels and/or installation services for the Community Centre.*

**VOTE:** For: 4 Against: 5 Abstaining: 2

**RESOLVED:** The motion fell.

Ref: APPLICATION NO 20/01817/FUL Land Between Woodstock Sewage Works And B4027 Banbury Road, Woodstock

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**RESOLVED:** WTC felt that WODC should be aware that the one allotment being lost is where the water tap is located and the remaining allotments will still require access to a water supply. The applicant should cover the cost of relocating the water supply.

Woodstock Town Council also resolved that there should be a thorough independent investigation of the archaeological aspects and all the issues Oxfordshire County Council have brought up should also be thoroughly investigated.

#### **WTC189/20 HELP HUB CHRISTMAS:**

CLlr E Poskitt provided the background to her report and advised that the Help Hub were hoping to offer friendly phone calls, carol singing, and a Christmas meal in St Mary's Magdalene Church for residents of Woodstock and Bladon who may be lonely or isolated. She said that any ideas and offers of help with publicising the event so vulnerable residents are aware of it and would be welcome.

CLlr E Poskitt proposed the following motion which was seconded by CLlr Cooper:-

*that WTC gives its moral and, where possible in persons or other ways, its physical support to the project.*

A vote was taken.

**VOTE:** For: 11 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

**WTC190/20 COVID SECURE POLICY & RISK ASSESSMENT FOR HIRE OF COUNCIL PROPERTIES (TOWN HALL AND COMMUNITY CENTRE):**

Cllr E Poskitt proposed the following motion which was seconded Cllr Burnham:

*That Councillors read the papers, inwardly digest them, raise amendments they would like to see in the policy and its associated documents, agree those amendments and then approve the policy and associated documents thus facilitating re-opening of the venues to hirers with approvable risk assessments for their use of the building.*

A lengthy discussion followed which included effectively using the Council website and the Council's presence on Social Media. A number of Councillors expressed their views and opinions.

Cllr A Grant had a lengthy list of issues that she felt required addressing which she suggested sending to Cllr E Poskitt and between themselves and the Mayor that they would ensure the risk assessments and policies would be updated accordingly to include them.

The Mayor proposed to include Agenda Item 12 Covid-Secure Risk Assessments For Town Council Employees with Agenda Item 11 and requested that Council give delegated power to the working group for amending the policy and risk assessments.

Cllr P Jay proposed the following motion which was seconded by Cllr J Cooper:-

- 1. Council approves the policy of COVID secure policy and all risk assessments embodied in the papers circulated at the meeting tonight.*
- 2. Delegates to Cllrs E Poskitt, A Grant and the Mayor authority to make small technical corrections for reasons of style and clarity.*

Cllr E Poskitt and L Burnham stated they were happy to rescind the original motion in favour of the motion proposed by Cllr P Jay which was seconded by Cllr J Cooper.

Cllr S Parnes proposed the following amendment to Cllr P Jay's motion which was seconded by Cllr L Burnham:-

*that in addition to points 1 & 2 the Town Council will communicate to the hirers the fact the working group will be convening with a view to opening the facilities in due course and that the Council apologise for any confusion until this time.*

Cllr S Parnes requested a named vote and the vote was taken.

<b>VOTE:</b>	For:	2	Cllr S Parnes & L Burnham
	Against:	9	Cllrs P Jay, M Parkinson, A Grant, T Redpath, P Redpath & S Rasch, E Poskitt, J Cooper & U Parkinson
	Abstaining:		

**RESOLVED:** The amendment to the motion fell.

A vote was then taken on Cllr P Jay's motion which was seconded by Cllr J Cooper:-

- 1. Council approves the policy of COVID secure policy and all risk assessments embodied in the papers circulated at the meeting tonight.*

2. *Delegates to Cllrs E Poskitt, A Grant and the Mayor authority to make small technical corrections for reasons of style and clarity.*

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

The final versions of the policy and risk assessments be brought back to a future Council meeting for Council to note.

The meeting closed at 9.18pm