

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 9<sup>th</sup> JANUARY 2018  
At 7.30pm  
IN THE TOWN HALL, WOODSTOCK.**

**PRESENT:**

Cllr. Mrs T Redpath (Mayor)  
Cllr. F Collingwood  
Cllr. S Parnes  
Cllr. P Redpath

Cllr. A Grant (Deputy Mayor)  
Cllr. U Parkinson  
Cllr. E Poskitt  
Cllr S Rasch

**ALSO IN ATTENDANCE:** Eight members of the public

**WTC191/17 APOLOGIES FOR ABSENCE:** Cllrs J Cooper, P Jay, E Stokes and CCllr I Hudspeth

**WTC192/17 DISCLOSURE OF INTEREST:**

Cllr E Poskitt                    **Item 10 Planning** General interest because she is a member of  
WODC Uplands Planning Sub-Committee

Cllr E Poskitt                    **Item 13 West Oxfordshire Local Plan** Personal interest as she is a  
resident in Hedge End

**WTC193/17 NATIONWIDE BUILDING SOCIETY**

Dan Sollis, Branch Manager at Banbury and his colleague Martine Johnson provided an overview of potential ways that Nationwide may be able to support Woodstock residents with some of their general banking needs. Martine advised that Nationwide have successfully provided a 'pop up' banking service in Corsham, a town in Wiltshire which has also recently experienced the loss of its local banking facilities. A similar facility could be offered to provide residents with advice on the day to day running of their accounts, setting up savings accounts and providing support for those who have reservations or difficulties with online banking. The frequency of the service provision will be dependent on the feedback from residents.

**RESOLVED:** WTC will promote the offer from Nationwide to Woodstock residents at the Town Meeting and invite suggestions of the type of services/support they would benefit from and frequency of 'pop up' banking service. The Council will also consider which location(s)/space(s) may be suitable to facilitate the service and liaise with Dan and Martine accordingly.

**WTC194/17 PUBLIC PARTICIPATION SESSION**

Mr Ed Creasy a local resident raised the question 'What does the Town Council do for me as a resident?' Using the example of the snow in December, he and other many residents expected someone to coordinate a response. A response was posted on social media, that it isn't the town council's responsibility. He suggested that the council should use social media platforms such as facebook to publicise what the Town Council does, engage the community and coordinate residents in any action/response during times of crisis.

The Mayor acknowledged these points and advised Mr Creasy that the Council does need to address the issue of using social media but also expressed concern as to 'who' should monitor/respond to issues/comments posted.

**RESOLVED:** That WTC would pursue whether it would be feasible to set up a facebook book page and who would be responsible for monitoring and responding to any posts.

A resident of Shipton Road expressed her concerns in relation to the planning application submitted to build three dwellings on the site of 36 Shipton Road. She expressed concern in regard to there not being enough parking spaces for the allocated dwellings, which would result in more cars being parked on Shipton Road and adding to the problems on this road.

At this point The Mayor suggested bringing agenda item 11 – Planning forward for the convenience of the Shipton Road residents in attendance. This was agreed.

### **WTC195/17 PLANNING**

Council considered the following applications:

- Ref: APPLICATION NO: 17/04041/HHD 6 Farm End, Woodstock  
Erection of single storey side and rear extensions.  
**RESOLVED:** WTC has no objection to this application
- Ref: APPLICATION NO: 17/03705/FUL 36 Shipton Road, Woodstock  
Erection of three dwellings and associated works.  
**RESOLVED:** WTC strongly object to the application due to it being an over-development of the site and that the proposed number of parking spaces for the three dwellings is below the WODC recommendation, access to the dwellings will also be difficult due to the location of the site being on a bend. It will also reduce the stock of 3 bedroom houses with gardens in Woodstock. Shipton Road is the main route used by school buses/coaches and parents for both Woodstock Primary School and the Marlborough Secondary School. The road is heavily congested during school drop off and pick up times with coaches and cars having to mount the pavement at times to be able to pass parked vehicles. WTC recommend to request a site visit between 3.05-3.30pm for the Uplands Committee members to view the impact of the vehicles parked along the stretch of road prior to the application being considered.
- Ref: APPLICATION NO: 17/04000/HHD 13 Hensington Close, Woodstock  
Rear first floor extension and the erection of porch to front of dwelling.  
**RESOLVED:** WTC have no objection to the application.

### **WTC194/17 PUBLIC PARTICIPATION SESSION (CONTINUED)**

Mr Colin Carritt addressed the Council on the proposal for a weight limit in Burford. He advised that Woodstock is an even less suitable route for HGVs than Burford as outlined in his report that was circulated to Councillors prior to the meeting. A number of Councillors commented and posed questions to which Mr Carritt responded. He expressed his view that Oxfordshire County Council had a responsibility to conduct a county wide survey as the decision on the Burford weight limit will have an impact across the county and urged WTC to submit their strongest objection at the meeting

being held on 1<sup>st</sup> February at the Council Chambers, County Hall, New Road, Oxford, from 10.00am to 12.00 mid-day.

Sustainable Woodstock have agreed with Blenheim Estate to extend the Community Woodland and require Woodstock Town Council to act as guarantor by undersigning the lease. Hilary Brown responded to the questions raised by Councillors and explained that within the local plan a Town Council is encouraged to support Community based projects such as the Community Orchard as it gives them the option to retain the land as a public space by acting as guarantor. The extension of the Orchard would need to be included within the Councils public liability insurance but can be listed as an asset.

The Mayor advised that a vote would be taken at the next meeting in February.

#### **WTC196/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 12<sup>th</sup> DECEMBER 2017**

The minutes were approved with the following agreed amendments:-

- WTC179/17 Paragraph two, second line add 'whether the District Council adopted and International definition of' between the words 'to' and 'anti-semitism'. Line three add 'before submission to the agenda' after the word 'seconded'.
- WTC182/17 under Motion (iii) first line, add 'which was seconded by Cllr J Cooper' after the word 'Parnes'. At the end of the Motion below the paragraph ending 'contested' add 'Cllr Parnes requested a named vote'. Vote amended to read 'VOTE: For: 3 (Cllrs S Parnes, J Cooper and U Parkinson) Against: 3 (Cllrs P Redpath, A Grant and P Jay) Abstained: 2 (Cllrs E Poskitt and T Redpath)

#### **WTC197/17 REPORT FROM TOWN CLERK:**

Council agreed for The Town Clerk to attend the Seminar covering Accident & Claims Review, Risk Assessments, Lone Working and Safeguarding being held on 31 January 2018 at a cost of £30.

Council agreed for a quarter page advert in the 'Oxfordshire, the Place to Marry' publication again this year at a cost of £400.

#### **WTC198/17 COUNTY AND DISTRICT COUNCILLORS UPDATE**

- (i) Cllr Hudspeth's January report was noted due to him not being in attendance to respond to any questions. Attention was drawn to his item on the recent snowfall in December which invited residents willing to help clear snow to contact him. A short discussion on how other countries including Canada and Germany deal with the issue.

**RESOLVED:** That WTC would encourage the community to get involved and also to plot on a map where the grit bins are located with a view to purchasing more if there are areas of the town that are currently without access to a grit bin.

- (ii) The District Councillors' Report was received. Cllr Parnes asked how many members of the Uplands Planning Sub-Committee attended the site visit at 30 New Road. Cllr Poskitt advised that 5 or 6 members attended but added that many of the committee members work and may not have been able to attend.

### **WTC199/17 COMMUNICATIONS:**

There were no communications from The Mayor

### **WTC200/17 QUESTIONS**

The questions below were received from Councillor Parnes:-

1. Whereas the Town Council's published Complaints Procedure acknowledges "Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated", does the Town Mayor agree the Council's Complaints Procedure is discouraging, unsatisfactory and due for urgent review in that, among other things, it (a) refers to a Mayor's Committee role in the process although no such Mayor's Committee operates or has Members, and in any event the Mayor's Committee was renamed prior to its being disbanded long ago; (b) the Policy's "Contacts" provides wrong details of an officer no longer employed by the Council; and (c) in an era of widespread electronic communications the lengthy timescales are unreasonable or unnecessary? Will the Town Mayor publicly and openly apologise on behalf of Councillors for their unfortunate late attention to the overdue review of the Council's Complaints Procedure?

The Mayor read out the statement below in response to the question:-

"I have looked through the complaints procedure. It was adopted in 2013.

The current council was elected in 2016, and changed the name of the Mayor's Committee. So, Sharone is correct in saying that at some point the reference to the Mayor's committee should be/have been amended. The e mail contact is that of Lorraine Watling the then clerk.

This is an easy remedy (if WTC finally gets around to dealing with e mail addresses it might be more appropriate if the clerk e mail becomes clerk@ woodstock-tc.gov.uk as a catch all for clerks but that is a different debate).

Undoubtedly there are other WTC policies and procedures requiring similar minor amendments and I'm happy to make a polite request to staff to look into them and update as necessary.

However, I do not believe them to be matters of such grave importance that they require a public apology.

Hopefully if any councillor or member of the public notices a need for these minor changes, they would gently alert the office to the situation."

2. Is the Town Mayor aware of any County, District, Town or Parish Council throughout the District where the Constitution or Standing Orders require a 'seconder' to be notified in advance of, and as a prerequisite to, a Motion being submitted for inclusion in the Agenda (in the way the Mayor and a former Mayor are seeking to vary Woodstock Town Council's Standing Orders); and, if so, will the Mayor name any such Council and provide reference to its relevant Constitution or Standing Order provision? Otherwise, will the Town Mayor explain what makes Woodstock Town Council so special that it should be the first, bearing in mind WTC Standing Orders already contain provisions for 'seconders' to be confirmed after a Motion is moved in public at the table?

The Mayor read out the statement below in response to the question:-

I am not aware of other councils with standing orders requiring a seconder in the manner proposed in motion 10 (ii), and do not believe it is relevant. The proposed amendment was made with advice that it is able to do so.

The proposal needs consideration from the other angle. Why has it been submitted? Variations to any rules and regulations are usually a reaction to a situation.

The December meeting was treated to an explanation of a submitted motion timed by certain other councillors as 9 minutes. At the end of the 9 minutes, there was no seconder to the motion. The proposed standing order amendment is aimed at averting such a time-wasting procedure in the future.

**WTC201/17 MOTIONS PRESENTED TO THE COUNCIL:**

(i) Cllr Parnes proposed the Motion below which was seconded by Cllr Cooper:-

*Woodstock Town Council RESOLVES:*

1. *NOTING that subsequent to the Town Council's Notice of Vacancy dated Monday 27 November, 2017, constituents have requested an election to fill the casual vacancy in the office of Councillor for the Town; AND AWARE new residential development and other growth of the Town's population has increased the body of electors voting for the first time in Woodstock since the last time polling cards were issued;*
2. *CONSIDERS POLLING CARDS TO BE WORTH THE COST, including more generally in encouraging participation and interest in local democracy; AND*
3. *THEREFORE in the event the coming by-election will be contested, Woodstock Town Council will opt in favour of issuance of polling cards to electors. As a matter of expediency, resources for this should be drawn from reserves in the event of any shortfall in available budgeted allocation of funds for elections, and West Oxfordshire District Council (WODC) shall be notified as soon as possible that poll cards should be issued if the by-election is contested.*

A named vote was requested.

<b>VOTE:</b>	For:	2	Cllrs Parkinson & Parnes
	Against:	5	Cllrs Collingwood, Grant, Rasch, P Redpath & T Redpath
	Abstained:	1	Cllr Poskitt

**RESOLVED:** The motion was lost.

(ii) Cllr T Redpath proposed the Motion below which was seconded by Cllr Poskitt:-

***Amendments To Standing Orders 4 (b) and 6 (d)***

*to standing order 4 (b):*

*"No motion may be moved at a meeting unless the subject to which it relates is on the*

***agenda and/or the mover and seconder have given written notice of its wording to the Council's Proper Officer at least seven clear days before the meeting"***

And

to standing order 6 (d):

***"A motion whether one of which notice has been given in writing or otherwise (including an amendment) shall not be progressed unless it has been moved and seconded."***

Cllr Parnes stated that the motion was presented at the December meeting and should have been set aside for one month without discussion. After Cllr T Redpath presented the motion at the December meeting a discussion followed and a vote was taken. Cllr Parnes referred to the email circulated by the Clerk to all Councillors on 2<sup>nd</sup> January confirming the contravention of standing order 31(b) had been brought to her attention by Cllr Parnes. Within that email she advised that the motion should be presented at the January meeting but then set aside without discussion until the February meeting

The Mayor denied that the advice had been circulated. Cllr Parnes asked for it to be read out but it was not.

A debate followed during which Cllr Parnes requested that the motion be disqualified by the Proper Officer due to the wording of it being not be clear (as stated in the Standing Orders). The Mayor, Cllr T Redpath announced that she was putting the motion to a vote and called for the vote to be taken.

A named vote was requested by Cllr Parnes.

<b>VOTE:</b>	For:	6	Cllrs Collingwood, Poskitt, Parkinson, Rasch, T Redpath & P Redpath
	Against:	1	Cllr Parnes
	Abstained:	1	Cllr Grant

**RESOLVED:** The motion was carried.

#### **WTC202/17 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2017:**

The list of payments for December was received. Cllr Grant pointed out that at the May meeting it was agreed to continue with the Unity Trust Bank as there were no charges, but she had noticed that there had been quarterly charges showing on the list of payments. The Clerk was asked to look into this.

Cllr Grant requested that Wake Up To Woodstock be thanked for the loan of the Mulled Wine heaters used at the Mayors Carols.

Cllr Collingwood proposed to approve the payments totalling £20,921.05 made in the month of December 2017 and the bank reconciliation statements for that month which was seconded by Cllr Rasch.

A named vote was requested.

<b>VOTE:</b>	For:	7	Cllrs F Collingwood, A Grant, E Poskitt, U Parkinson, S Rasch, T Redpath & P Redpath
	Against:	1	Cllr S Parnes
	Abstaining:	0	

**RESOLVED:** The payments and the bank reconciliation statements for December 2017 were approved

86

The summary and detailed income & expenditure statements for December 2017 were unable to be considered by Council due to some of the pages being missing from the hard copy packs sent to Councillors and have been deferred to the February meeting.

Cllr Collingwood expressed his view that the disposition of funds statement was not required as the figures were included within the bank reconciliation statement.

**RESOLVED:** The Clerk will discuss with the Finance Assistant with a view to streamlining paperwork for future meetings.

#### **WTC203/17 BUDGET 2018-19: THE FURTHER OUTLOOK**

Cllr P Redpath proposed to thank Cllr Jay for the hard work that went into preparing the paper and to note the content which was seconded by Cllr Poskitt.

A named vote was requested.

<b>VOTE:</b>	For:	7	Cllrs Collingwood, Grant, Poskitt, Parkinson, Rasch, T Redpath & P Redpath
	Against:	1	Cllr Parnes

**RESOLVED:** That the content of the Budget paper is noted

It was then proposed that the forward plan is attached to the current budget but the Internal Auditor is asked how much detail they require from a five year budget forecast plan.

A named vote was requested.

<b>VOTE:</b>	For:	7	Cllrs Grant, Poskitt, Parkinson, Parnes, Rasch, T Redpath & P Redpath
	Abstaining:	1	Cllr Collingwood

**RESOLVED:** The Finance Assistant to contact the Internal Auditor for clarification of the detail they require from a five year budget forecast plan.

#### **EXCLUSION OF THE PUBLIC AND PRESS**

*It was then proposed by Cllr T Redpath and seconded by Cllr P Redpath 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).*

All Councillors voted in favour of going into confidential session.

#### **WTC204/17 PROPERTY MATTERS**

The damp survey report for the wall between 4 & 6 Park Street had not been received by the Clerk from Carter Jonas.

**RESOLVED:** That the Clerk would contact Carter Jonas again to request a copy of the report.

Cllr Grant (CMfP) reported that she has been attempting to resolve an issue with the proportions of the commercial and residential rent for 4 Market Street with Carter Jonas but reported that this is still ongoing. The tenant has also written to advise that her ex-husband recently passed away and enquiring as to the best course of action to take for removing his name from the joint lease.

The Clerk advised that she had to date not received any further information from Freeth Solicitors in relation to 2 Market Street and 6 Park Street.

The order for the new base unit and to repair worktop in the Kitchen at the Town Hall that has been outstanding since July is being followed up by The Clerk

The condition of the floor in the hall at the Community Centre after the Ballroom Dancing bookings has become a concern as after each booking there is a powdery residue left on the floor, chairs and hallway carpet. The floor has to be swept and washed twice to remove the substance which is resulting in the floor seal coming off. There is also a financial implication as the Caretaker has to be paid for the time it takes to clean the floor and this is not reflected in the hire charge.

Cllr Collingwood proposed which was seconded by Cllr Parnes:-

*'the Clerk will circulate the date of the next ballroom dancing session to all Councillors with a request for one of them to attend the next session and observe if there is an issue with residue coming through the floor which WTC may need to seek professional advice on.'*

**VOTE:** For: 8 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried.

Cllr Grant requested approval for three Councillors to work with the Administrative Assistant in relation to the decoration of the Mayor's Parlour.

**RESOLVED:** Council agreed that Cllrs Grant, Poskitt & T Redpath would undertake the task.

Cllr Grant proposed which was seconded by Cllr Poskitt

*'that the Property Working Group are permitted to make appropriate amendments to the original specification for Managing Woodstock Town Councils Property Portfolio. The Contract will be for a 12 month period. Cllr Collingwood suggested that potential agents be invited to present their proposal at a face to face meeting which will also allow specific questions to be asked prior to the applicant being invited to submit their tender.'*

**VOTE:** For: 8 Against: 0 Abstaining: 0

**RESOLVED:** The motion was carried and date set for the Property Working Group (Cllrs Collingwood, Grant, P Redpath, T Redpath and The Clerk) to meet on Monday 15<sup>th</sup> January at 7pm in The Mayor's Parlour.

Council came out of confidential session.



### **WTC205/17 LAND EAST OF WOODSTOCK**

Cllr Poskitt left the room at 10.05pm for the duration of this agenda item although only declaring a personal interest.

The possibility of using CrowdJustice to raise funds towards the legal costs of Judicial Review and also the merit of pursuing the case against West Oxfordshire District Council were discussed in detail.

Cllr Parnes proposed which was seconded by Cllr P Redpath:-

*'WTC ask Nicolas Kingsley-Smith the current legal adviser for their final opinion/advice on whether to pursue Judicial Review taking into account the recent ICOMOS letter and the prospects of Crowd Funding that have been offered to us.'*

**VOTE:** For: 6 Cllrs Grant, Parkinson, Parnes, Rasch, T Redpath & P Redpath  
Abstaining: 1 Cllr Collingwood

**RESOLVED:** The motion was carried and The Mayor will contact Nicholas Kingsley-Smith to request the advice above.

Councillor Poskitt returned to the room at this point – time 10.20pm.

### **WTC206/17 BURFORD PROPOSED WEIGHT LIMIT**

Cllr P Redpath will attend the meeting being held on 1<sup>st</sup> February as an A44A member representing Woodstock Town Council. Colin Carritt has also been invited to attend and he intends to present his report at the meeting. Cllr Poskitt felt the report clearly outlined the problems and suggested Colin be thanked for producing it.

Cllr P Redpath proposed which was seconded by Cllr Poskitt:-

*'WTC continues to strongly object to the Burford Weight Limit in isolation of any overall plan and hopes this will stimulate new discussion on this issue.'*

**VOTE:** For: 7 Cllrs Collingwood, Grant, Poskitt, Parkinson, Rasch, T Redpath & P Redpath  
Against: 1 Cllr Parnes

**RESOLVED:** The motion was carried.

### **WTC207/17 ST MARY MAGDALENE CHURCH CLOCK**

A request was received from Cannon Reverend Daffern for a donation towards the cost of replacing the Church clock pendulum regulator. The total cost of replacing the part is just under £1,500.

Cllr Collingwood proposed which was seconded by Cllr Parkinson:-

*'that WTC donate £200 toward the cost of replacing the pendulum regulator'.*

**VOTE:** For: 7 Against: 0 Abstaining: 1

**RESOLVED:** The motion was carried. Cllr Grant asked, that as there was not any budget provision for this which allocation would it be paid from? Cllr Collingwood replied 'General'.

#### **WTC208/17 VACANCY ON COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES**

The vacancies on the working groups and outside bodies were filled as shown below:-

- Winter Weather - This vacancy was not filled as it was suggested that it may prove more effective if coordinated by a local resident. Cllr Collingwood requested that the salt bins are plotted on a town map to enable areas that are not currently serviced with a bit to identified and the provision of additional bins to be discussed at the next meeting.
- Communications It was felt there is a sufficient number of Councillors on this group.
- Christmas Lights Cllr Poskitt asked for her name to be taken off the group. Cllrs Collingwood and Parkinson have been added to the group.
- Neighbourhood Plan This vacancy was not filled as the group is currently in abeyance.
- Joint Committee for Town & Palace Dialogue This vacancy was not filled.
- Carnival Cllr Parkinson
- Public Transport Cllr Cooper to be approached.
- Traffic Advisory Cllr P Redpath
- Woodstock Relief In Need Cllr Rasch
- Country File Event The Mayor – Cllr T Redpath

#### **WTC209/17 ANNUAL TOWN MEETING – 20<sup>th</sup> MARCH 2018**

The Council agreed to invite Graham Keevill the Heritage Consultant to speak at the Town Meeting. Dan Sollis and Martin Johnson the representatives from Nationwide will also be invited so they can pitch the potential 'pop up' banking facility to residents and obtain some direct feedback as to what types of service/advice may be of benefit to people. The Mayor also welcomed suggestions for agenda items for the meeting to be sent to her via email.

The meeting closed at 22.40hrs

