

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 9<sup>th</sup> OCTOBER 2018  
IN THE TOWN HALL, WOODSTOCK**

**PRESENT:**

Cllr. P Jay (Mayor)

Cllr. F Collingwood (arrived at 7.42pm)

Cllr U Parkinson

Cllr S Rasch

Cllr T Redpath

Cllr. A Grant (Deputy Mayor)

Cllr. J Cooper

Cllr M Parkinson

Cllr E Poskitt

Cllr P Redpath

**ALSO IN ATTENDANCE:** Mr R File, Chief Operations Officer of Blenheim Estate, at the invitation of The Mayor and some ten members of the public. Mr B Yoxall attending on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

**WTC117/18 APOLOGIES FOR ABSENCE:**

Cllrs D Davies & S Parnes and CCLlr I Hudspeth.

Cllr F Collingwood sent his apologies as he would be arriving late to the meeting.

The Mayor confirmed that he had received a request from Cllr D Davies for extended compassionate leave from Council duties due to personal reasons. The Mayor proposed that Council agreed to the request.

**RESOLVED:** Council agreed unanimously in favour of the request.

**WTC118/18 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 Uplands Planning Sub-Committee.

**WTC119/18 PUBLIC PARTICIPATION SESSION:**

Harry McMillan addressed Council on behalf of the 'Heart of Woodstock' (HOW) group. He referred to the report that had been included as an appendix with the September meeting minutes which contained proposals for short, medium and long term solutions. Harry outlined the five requests below on behalf of HOW:-

- to be included as a key stakeholder in relevant consultations and discussions held on parking issues.
- Have the support of Woodstock Town Council in the discussions they are having with other stakeholders.

- Would appreciate Woodstock Town Council's assistance to help HOW to convene meetings across the relevant stakeholders as and when appropriate.
- Request that Woodstock Town Council engage swiftly, constructively and effectively on behalf of HOW with Blenheim and other relevant organisations around planning for future growth to make sure we can secure the best coordinated deal possible for current and future inhabitants and also the surroundings of Woodstock
- Would like to understand in due course how Woodstock Town Council propose to address the issues raised in the report whether directly or indirectly.

**WTC120/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 11<sup>th</sup> SEPTEMBER 2018:**

The minutes were approved with the following agreed amendments:-

WTC91/18 paragraph 1, line 10 change 'oxygen' to 'dioxide'.

WTC98/18 paragraph 11, line 2 add the words 'this is' in between 'if and 'all'.

**WTC121/18 REPORT FROM THE TOWN CLERK:**

Council approved the request for the Clerk to move up a spine point on her pay scale after having a satisfactory first year appraisal.

Council also noted that the Clerk had registered for the CiLCA qualification.

**WTC122/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:**

The monthly Parish report from Cllr I Hudspeth was received and noted due to him not being able to attend the meeting.

The District Councillors' report was received, without comment or questions raised.

**WTC123/18 COMMUNICATIONS:**

The only communication received by The Mayor was that from Cllr D Davies. Council had earlier resolved to agree to his request for extended absence from Council duties under minute WTC117/18 APOLOGIES FOR ABSENCE.

**WTC124/18 QUESTIONS**

The following question has been submitted by Cllr S Parnes:-

Bearing in mind that (a) the Town Council's policy opposing major development on field sites around the Town has been substantially based on the Constituency's positions as expressed at Town Meetings and Town Polls emanating from those meetings; (b) the WODC Local Plan defining development until 2031 was approved in September; (c) the Town Council did not exploit opportunities of major exposure for campaign protest banners and signs during major events including the US President's visit nearby and Countryfile Live which attracted many visitors to the Town itself; (d) the Town Council never implemented the January 9<sup>th</sup> Resolution to ask its advisor to advise on merits of judicial review and prospects of crowd-funding; and (e) funds raised from the public for a so-called "fighting fund" have been banked but not expended, why should the Town Council not revert to a Town Meeting to invite updated

Constituency guidance and expression of their position on the present situation, account for WTC's "petered out" performance of the objection campaign, and invite donors to claim refunds of contributions to the so-called "fighting fund"?

The Mayor gave the following response to the question:-

As Councillors may already have noticed I have already proposed in my paper for tonight's council meeting at agenda item 15 a thorough consultation with the town on these matters, including a possible town meeting. I am not aware that the Council has received any proposal about the 'fighting fund'.

Cllr F Collingwood arrived at this point and the Mayor welcomed him to the meeting.

#### **WTC125/18 MOTIONS PRESENTED TO THE COUNCIL:**

No motions were presented to Council.

The Mayor proposed that items 15, 17, 21 & 23 were brought forward and discussed as a group as they all relate to the main issue for discussion at this meeting, which is the response to the invitation received at the September meeting to join in talks with Blenheim about the future of the town in light of the District Councils decision made within the last week to adopt the local plan.

Council agreed to the items being brought forward.

#### **WTC126/18 PLANNING WOODSTOCK'S FUTURE – TO ACCEPT BLENHEIM'S INVITATION TO TALK OR NOT”:**

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

- 1) *We agree to talk with Blenheim, nominating two Councillors to meet with the developer and report back, highlighting the following priorities:-*
  - a) *The largest possible number of affordable homes;*
  - b) *A site and funding to construct a doctors' surgery sufficient to serve the growing community;*
  - c) *Sufficient school development and WUFA;*
  - d) *Other infrastructure such as roads (especially to support expected traffic flow in narrow streets north-east of the centre) and sewerage sufficient for the expected numbers; and*
  - e) *Support for parking;*
- 2) *We prepare and distribute an early newsletter explaining the process and seeking feed-back;*
- 3) *We plan a town meeting for November to discuss all this;*
- 4) *Later in the process we commission a more detailed survey of opinions and priorities;*  
*and*

5) *We establish a regular agenda item to monitor progress on this matter*

Cllr P Redpath asked The Mayor if he was proposing for the above priorities to be voted as a block? The Mayor replied that he is proposing to take the vote on it in the most sensible way in light of the discussion Council would have. He then went on to say that this was a big decision as this Council has held a strong, sustained and principled position on large scale development ever since he has been on the Council, some 14 years. There are new facts including the decision of the District Council, plus the activities going on in the Cherwell area and in his judgement the time has come where Council needs to adjust its policy to the new reality and agree to sit down and talk. Council have the opportunity to air their opinions on what they think is important and high priority for the town of Woodstock and what needs to be done if housing is going to go ahead as the District Council have now decided on the scale proposed in its local plan. The Mayor said that in his opinion it is no longer for Council to refuse to engage in the kind of dialogue to which it has been invited.

Cllr T Redpath asked for it to be made clear that the above motions relates only to the West Oxfordshire District Council Local Plan decision and that Woodstock Town Council are still strongly opposed to the 500 houses proposed for Woodstock in the Cherwell Local Plan.

Cllr P Redpath raised concern about the recreation ground being the only green space left and not building on it which the Mayor acknowledged and agreed would be included at an appropriate point during the future discussions.

Cllr E Poskitt stated that Council must be involved in the discussions as to how the S106 money will be spent. She confirmed she was in agreement with the motion with the exception of the reference to the newsletter. The Mayor proposed an amendment to item 2 of the motion as shown below:-

2) *We prepare and distribute ~~an early newsletter~~ suitable communication explaining the process and seeking feed-back;*

Cllr E Poskitt agreed to the amendment.

The Mayor proposed a second amendment to the motions in which to add a sixth item to clarify the earlier point raised by Cllr T Redpath as shown below:-

6) *We reconfirm our principle position as stated at our September meeting of strong opposition to the "Wolverstock" threat to absorb this area into a new Oxford suburb.*

Cllr T Redpath raised concerns relating to WUFA and their need to remain in a central location to be able to provide wraparound care for the primary school and nursery. The Mayor then proposed a third amendment to item 1 (c) as shown below:-

*Sufficient school development and maintenance of WUFA on its present site;*

The Mayor asked Council for permission to extend an invitation to Mr File to enquire if there was anything he wished to inject at this point of the discussion. Council agreed.

Mr File said that the only point he wanted to add was that the way he would like to see the collaboration process going forward is for all of these things to be put on the table and for

everybody to move forward keeping an open mind, having an open and frank exchange of views and discussion about it. He confirmed at this stage nothing is ruled out and he sees this as a blank piece of paper and if 'we' (Blenheim and Woodstock) want to get the best for the area out of it 'we' need to talk together, work together and present together to the District Council and County Council so 'we' can influence what goes into the Section 106. He asked that Council discuss practical ways of moving this forward and his suggestion would be that Council to nominate one or two or whatever number of Councillors is appropriate to meet with Blenheim and help select an external party to facilitate this whole process. It needs someone who is dedicated to the process, who can focus on it and he proposed that Blenheim jointly with the nominated Councillors interview and find the right person to complete this job.

Mr File summed up by saying it would be very helpful all round if Council could decide soon a way forward so 'we' can start making some progress on this.

Cllr J Cooper asked for it to be formally noted on record that he recorded his vote against the Local Plan due to WODC providing some of the weakest replies he has seen in more than 30 years. He agreed that WTC need to have sensible, robust dialogue with Blenheim, their advisers and other relevant parties. He said that one thing WTC need to think about between now and the end of this Council term, is once these dwellings are built there will be a Community Infrastructure Levy which will come to the Town Council. He thinks that Council need to establish 'how much that will be' and also 'what Council are going to use it on in relation to capital items in and around the various assets Council own?

Cllr F Collingwood stated that some months ago he argued that Council should meet and discuss their priorities further. One of the meetings that followed which the Mayor, Deputy Mayor and he attended was with Blenheim. He came away at the end of that very disappointed as everything that was suggested, had either already been taken into account or Blenheim were going to ignore. He made two telephone calls to Blenheim afterwards to follow up and neither of the calls were returned. He is not at all confident that WTC will have their views taken any notice of at all, having said that if WTC don't attend they will not even be taken into account. At the end of the day he fears that all the decisions will be taken by Blenheim, WODC and OCC and WTC's input is going to be very, very limited. Cllr P Redpath agreed.

Mr File responded to Councillor Collingwood's comments saying he wasn't quite sure who the messages were left with but they were not left with him and apologised that no one returned his calls. He went on to say that in terms of the matters that were discussed at that meeting they have all been raised with the County Council Highways Department and he raised them again with Blenheim's consultants about 10 days ago and asked if there had been any news on the issues relating to the A44. He confirmed the road was being designed by the County Council and suggested that WTC lobby them directly to change the design. Cllr Collingwood said he had also approached OCC on those points and he was told that the design was coming from Blenheim.

The Mayor suggested that Council make the decision on the proposed motion below with amendments and also to decide who it wished to be represented by, if it decides to enter into talks:-

- 1) *We agree to talk with Blenheim, nominating two Councillors to meet with the developer and report back, highlighting the following priorities:-*

- a) *The largest possible number of affordable homes;*
  - b) *A site and funding to construct a doctors' surgery sufficient to serve the growing community;*
  - c) *Sufficient school development and maintenance of WUFA on its present site;*
  - d) *Other infrastructure such as roads (especially to support expected traffic flow in narrow streets north-east of the centre) and sewerage sufficient for the expected numbers; and*
  - e) *Support for parking;*
- 2) *We prepare and distribute a suitable communication explaining the process and seeking feed-back;*
- 3) *We plan a town meeting for November to discuss all this;*
- 4) *Later in the process we commission a more detailed survey of opinions and priorities;*
- and*
- 5) *We establish a regular agenda item to monitor progress on this matter*
- 6) *We reconfirm our principle position as stated at our September meeting of strong opposition to the "Wolverstock" threat to absorb this area into a new Oxford suburb.*

The Mayor called for a Vote.

**VOTE:** For: 6 Against: 1 Abstaining: 3

**RESOLVED:** The motion was carried.

The Mayor suggested that he, Cllr T Redpath and Cllr F Collingwood represent Council and added that the decision would be a provisional one and if in due course Council want to come back and report that they need more people or different people Council can then consider the changes. The proposal was seconded by Cllr P Redpath.

A vote was taken.

**VOTE:** For: 8 Against: 1 Abstaining: 1

**RESOLVED:** The motion was carried.

## **WTC127/18 CHERWELL LOCAL PLAN PARTIAL REVIEW - PART 2**

The report circulated by Cllr T Redpath provided a summary of both the support for and the very strong objections against the Cherwell Local Plan that were presented at the Pre-hearing of the Cherwell Local Plan Examination which was held on 28<sup>th</sup> September 2018. She confirmed that Oxford County Council had now published its draft plan which is out for consultation and read out the extract below from it:-

"A new calculation of housing need based on the Government's standard methodology set out in 'Planning for the Right Homes in the Right Places: Consultation Proposals' (2017) was not undertaken for a number of reasons. It is considered that exceptional circumstances justified the use of an alternative approach, as allowed for in the NPPF (paragraph 60). In particular all

Oxfordshire Councils in this current round of local plans are working to deliver the housing need identified in the 2014 SHMA and it is important that Oxford's Plan is consistent with the plans prepared and made by other Councils, and that the preparation and adoption of the Plan is not delayed. Moreover, the Councils have received Growth Deal funding to deliver these homes. The SHMA roll-forward has reflected current and future demographic trends and market signals, which reflect Oxford's particularly young and dynamic population demographic. Therefore, the housing target remains as it was in the 2014 SHMA, namely 1,400 per annum. Provision will be made for at least 8620 new homes to be built in Oxford over the plan period 2016-2036. This equates to a delivery of 431 dwellings per annum.

Cllr T Redpath stated that this is Oxford saying that basically the other Councils can take the rest of them. She went on to inform Council that there was much anger expressed around the table and the phrase 'cart before horses' was used. Comment was made that when the Cherwell Plan was actually accepted by the Councillors the leader had said "you are just voting this through now because then it is going to be tried and tested through the examination process." Now at the examination process, the comment was that 'hands are effectively tied' with Cherwell saying "the others have done it so we have to". Cllr T Redpath stated that she was not happy about it and wanted to warn Council what they are saying.

The Mayor expressed that it is a very important battle in his opinion and Council have some really interesting arguments to make depending on what the Inspector says. He confirmed that the Inspector's first response is expected very soon (hopefully by the end of the month). The Mayor felt that Council have a good argument that demonstrates that the circumstances in which it is proposed to invade green belt between here and Oxford cannot possibly be regarded as exceptional in the sense required by the national policy, because if this case was exceptional every single threat of the green belt anywhere in Britain would be exceptional and that cannot be what NPPF intended, as if it was they would have surely said they wished to abolish green belts and that is not what they are saying. He finished by saying that there is a chance that Council will get a helpful decision from the Inspector but at the moment it is a matter of waiting for that decision.

Cllr J Cooper raised the question again that if they are prepared to build on North Oxford Golf Club which is in Cherwell to resolve some of Oxford City's unmet need, why are they not prepared to build on Southfield Golf Club? He reaffirmed that this question has still not been answered. He went on to state that there are two large tracks of land in the city that Oxford City Council defend/protect, these are Southfield Golf Club (also known as Oxford City Golf) Club and Oxford Stadium which leads him to believe the figures are unsound and he does not think that Woodstock Town Council should accept them. Cllr T Redpath said that that exact comment had been made at the pre hearing and even the Inspector said to the Cherwell planners 'where did you get this figure of 4,400 from?' To which they replied 'the Growth Board' and 'it's been tried and tested'. The question had followed as to 'where it had been tried and tested?' She said that people commented on the Southfield Golf Club site and no clear answer was given. The planners' arguments were very weak.

#### **WTC128/18 DRAFT MINUTES FROM JCTPD MEETING HELD ON MONDAY 10th SEPTEMBER 2018**

Cllr E Poskitt confirmed the change of the committee's name to 'Town Palace Dialogue'. The report was noted.

## **WTC129/18 COMMUNITY PLAN UPDATE**

The Mayor stated that it was important for him to say that he believes the work of consultation within the community in Woodstock is all the more important as we move into this area of dialogue with Blenheim on these matters. He reiterated that it is absolutely vital we have a dialogue with our own community. He said it may become desirable to have a town meeting perhaps in November in order to bring people up to date and get feedback on where we are now going following the decision which Council has made today.

Mr B Yoxall with permission of Council referred to the Bampton Community Plan and said that the group involved in the Woodstock Community Plan shared some of the same concerns and felt very strongly that the concerns of residents must be fully appreciated by the Town Council and the Council take anything that comes out of the consultation under the Community Plan project very seriously. They understand that there may be different views but the voice of Woodstock needs to be heard and respected.

The Mayor confirmed that he had agreed to meet with the Community Plan group to discuss the concerns they have and said that Council attach great importance to the work they are doing and back it. He believes if there continues to be a good dialogue between Council and the group while the other dialogues are going on that will enable Council to collect the voices and transfer them and achieve some results that are important.

Cllr T Redpath referred to Bampton's experience of producing a Community Plan and said that she had asked Mr Yoxall why Bampton Parish Council had declined to support their Community Plan and he replied that he had followed it up with both the Parish Clerk and Chairman who had painted a somewhat more positive picture. Whilst conceding that nothing earth-shattering resulted from the Community Plan they were fully supportive of it and had used it as a reference point when considering local issues. She also said that they had said that the Community Plan should be on their website but it had probably dropped off without them realising it.

Cllr P Redpath gave a word of warning. He referred to the Kidlington Plan which a developer is using to try and build houses which is completely against the whole concept of what a Community Plan is trying to do. He felt it is too easy to seize onto Community Plans and try to make them fit in with what the developers are doing.

Cllr F Collingwood stated that he did agree that Council should respect whatever comes out of the Community Plan but we must make sure that those who are involved in it realise that Council's powers are very limited and that there are large areas where we have input but no decision making.

The Mayor then referred to the earlier requests presented by Mr Harry McMillan on behalf of the Heart of Woodstock group (HOW) in the public participation session and asked the District Councillors to remind Council on where they stand in their dialogue with WODC about parking. Cllr E Poskitt advised that the Traffic Advisory Committee were hoping to receive an update from Maria Wheatley, Parking Manager, WODC on the Woodstock Parking Review at their meeting being held the next day. The Mayor suggested that it would be appropriate and courteous that Council at their next meeting offer some kind of response to the requests presented by HOW. The Mayor asked Cllr E Poskitt to put forward a proposal at the next Council meeting as to what response Council should give to five requests. Cllr J Cooper suggested that it would be appropriate for the draft minutes from the Traffic Advisory



Committee meeting be brought to the next Council meeting and he would undertake to make the proposition from there about what way forward they are proposing. The Mayor accepted Cllr J Cooper' offer.

## **WTC130/18 PLANNING**

Council considered the following applications:

- a) Ref: APPLICATION NO: 18/02419/LBC The Old Bank House 15 Market Street Woodstock  
Internal alterations.

**RESOLVED:** WTC have no objection to this application.

- b) Ref: APPLICATION NO: 18/02459/HHD 36 Bear Close Woodstock  
Conversion of existing garage to create study. (Part Retrospective).

**RESOLVED:** WTC request that WODC respond to the question of 'whether the conversion makes Bear Close a substandard highway' before the planning decision is made. The Town Clerk will also ask OCC Highways the same question.

- c) Ref: APPLICATION NO: 18/02482/FUL & 18/02483/LBC Coach House, Woodstock House, Rectory Lane  
Garaging within residential curtilage / coach house and restoration of Gardeners' office / bothy building (to allow amendment to previous consent for a new garage 17/04096/HHD)

**RESOLVED:** WTC have no objection to this application.

- d) Ref: APPLICATION NO: 18/02332/S73 Tipping Meadow Green Lane Woodstock, OX20 1TU  
Removal of condition 3 of planning permission 13/0569/P/FP to allow continuous use of car park.

**RESOLVED:** WTC wish to draw attention to the comments submitted by the resident at 46 Green Lane and ask that those are taken into consideration.

- e) Ref: APPLICATION NO: 18/02751/LBC 43 Oxford Street, Woodstock  
Various internal alterations to renovate existing premises including removal of existing toilet cubicles and timber staircase. Installation of bespoke steel spiral staircase, security shutters, new WC and kitchen (amendment to Listed Building Consent 18/01557/LBC to allow repositioning of new WC and installation of kitchen).

**RESOLVED:** WTC has no comment other than the planner should ensure that the timber staircase being removed has no historic value.

- f) Ref: APPLICATION NO: 18/02846/HHD 18 Shipton Road Woodstock  
Alterations and erection of first and second floor extension.

**RESOLVED:** WTC object to the above application on the grounds that is an overdevelopment of the already crowded site. The site was originally a semi-detached house that was made into terrace due to a third house being built to the side of the original No 18.

- g) Ref: APPLICATION NO: 18/02615/LBC 77 Manor Road Woodstock  
Internal alterations to the existing ground floor WC and first-floor bathroom.

**RESOLVED:** WTC have no objection to this application.

#### **WTC131/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2018**

Cllr F Collingwood drew Council's attention to the Property Management Agents fee and asked that the Clerk clarify the period for which the fee was levied.

He also referred to the variances on 1100, 1110 & 1120 and confirmed that he would speak on this during the confidential session.

He went on to point out his concern that there was an outstanding rent payment under budget code 1050 but he now understood the payment had been made. The Clerk was asked to clarify this for the next meeting.

The Mayor proposed that the payments for July and August be approved and that the Bank Reconciliation Statements, Income and Expenditure Statements and Internal Controls undertaken since the last meeting be noted as satisfactory.

**RESOLVED:** The payments totalling £14,576.32 in the month of September were approved.

**RESOLVED:** The Bank Reconciliation Statements for September were noted as satisfactory.

**RESOLVED:** The summary and detailed income & expenditure statements for September were noted as satisfactory with the points made by Cllr F Collingwood above.

**RESOLVED:** The internal controls (Income Controls and Bank reconciliation) that have been undertaken since the last town council meeting were noted as satisfactory

The Clerk confirmed that the recommendation within the report was that Council agree to accept the quote from Company 2 for a new photocopier under a three year lease.

**RESOLVED:** Council agreed unanimously in favour of awarding the contract to Company 2.

#### **WTC132/18 ENGAGEMENT OF INTERNAL AUDITOR SERVICES 2018/19:**

Cllr F Collingwood proposed that the Internal Auditor is reappointed with a visit for the forthcoming financial year.

Cllr P Redpath asked for clarification that it would be acceptable for any Councillor to meet with the Internal Auditor during the visit.

**RESOLVED:** Council agreed unanimously in favour of reappointment with a visit but felt that they did not require the Internal Auditor to attend any Council Meetings.

#### **WTC133/18 APPEARANCE OF THE ALLEYWAY BEHIND THE CROWN:**

Cllr M Parkinson stated that further to his paper he felt that Council should talk to The Crown public house and residents adjacent to the alleyway before making any decisions on their behalf. He then proposed for the Council to formally investigate the issues in that area and to

consult the public house in question and the residents about how WTC can aid them to ensure that the area is kept presentable. The Mayor asked who would be the investigating team and went on to suggest Cllr M Parkinson and The Clerk.

**RESOLVED:** Council authorised Cllr M Parkinson to investigate further with the assistance of the Clerk and report back to Council. Cllr M Parkinson will also speak to British Telecom about reinstating a red telephone box next to The Crown which will be more in keeping with the town.

**WTC134/18 MONITORING AIR QUALITY IN WOODSTOCK TOWN CENTRE:**

Cllr P Redpath proposed that the existing monitors are relocated, with one being positioned 15 metres into Hensington Road from the junction with the A44 and the other being positioned close to the Chef Imperial restaurant.

**RESOLVED:** Council agreed unanimously in favour of the monitors being relocated.

**WTC135/18 DISABLED TOILET FACILITIES IN THE TOWN HALL:**

After a short discussion Council agreed for the Clerk to contact Breckon & Breckon to investigate possible location and cost for a disabled toilet in the Town Hall.

**WTC136/18 URGENT PLANNING COMMITTEE:**

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

*that Council sets up an Urgent Planning Matters Committee to deal with applications where the period of consultation ends before the date of the next WTC meeting and where WODC Planning Department is unable, because of PIP approval, to extend the period of consultation beyond the date of the next WTC meeting. She suggested that the Committee has up to ten Councillors with a quorum of one third of the members (ie at least four Cllrs).*

A vote was taken.

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

**RESOLVED:** The motion was carried and it was agreed that all Councillors would be members of the Committee with the exception of the Mayor and Cllr P Redpath who opted not to be on the Committee.

**WTC137/18 COMMUNICATIONS WORKING GROUP:**

Report noted. The Mayor requested that the earlier agreement to engage in dialogue with Blenheim Estate and residents was included within the forthcoming newsletter.

**WTC138/18 CIVIC RECEPTION UPDATE:**

Mr B Yoxall with permission of Council confirmed that a good response had been received to date from those invited and arrangements for the Civic Reception are progressing well. Cllr E Poskitt thanked the Mayor for his personal contribution towards the cost of the event.

**EXCLUSION OF THE PUBLIC AND PRESS**

*It was then proposed by The Mayor and seconded by Cllr J Cooper 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).*

**WTC139/18 QUOTES FOR REMOVAL OF POPLAR TREES:**

Cllr P Redpath proposed which was seconded by Cllr A Grant that Council accept the quote submitted by Company B as recommended within the report.

**RESOLVED:** Council voted unanimously in favour of accepting the quote submitted by Company B without debate.

**WTC140/18 PROPERTY MATTERS:**

After some debate over the ownership of the old books in the Mayor's Parlour it was agreed that Council should obtain a response from WODC. If the books do belong to them and they do not want them back for WTC to dispose of them. Any books that relate to Woodstock Corporation should be sent to the archive in Cowley.

**RESOLVED:** That the Administrative Assistant would progress disposing of the unwanted books in the most efficient/effective way and sending any books relating to the Woodstock Corporation to the archive in Cowley.

Cllr A Grant advised that the issue relating to Woodstock Bowls and Tennis Club annual rent payment had been due to Breckon & Breckon having incorrect contact details and she reported that this had now been resolved.

After a brief discussion Cllr F Collingwood agreed that the money to cover the cost of replacing the remaining first floor wooden windows at the Community Centre, could be allocated from the Community Centre 'Routine Maintenance' budget and 'Unspecified Property Repairs' budget. Cllr E Poskitt requested that consideration should be given to fire escape facilities when the new windows are fitted.

Council considered the following motion proposed by Cllr A Grant which seconded by Cllr M Parkinson:-

**Community Centre Windows**

*Woodstock Town Council agrees to the replacement of the old wooden windows and door with UPVC windows in accordance with acceptable quote.*

Cllr A Grant recommended that the quote submitted by Company A be accepted as it gave best value which seconded by Cllr M Parkinson.

**VOTE:** For: 6 Against: 2 Abstaining: 2

**RESOLVED:** Council voted in favour of accepting the quote from Company A.

Cllr F Collingwood raised the outstanding issue of the forfeiture of the lease on one of the properties owned by the Council.

After a lengthy debate The Mayor suggested that the Clerk contact Freeths to ask the questions raised by Cllr F Collingwood relating to the forfeiture of the lease under clause 35 :-

1) now that the Company has applied to be struck off is the lease forfeited  
and

2) if it is forfeited is the guarantee still valid or is Council’s position weakened?

Cllr F Collingwood added that the Clerk should request a response within a 5 working days. It was agreed that the communication from the Clerk should be in writing. He also stated that a second opinion from an independent solicitor should be sought if no response is received from Freeth within the stated timeframe. The Mayor proposed that Cllr F Collingwood assist the Clerk with the wording of the communication.

The Mayor called for a vote to be taken.

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

**RESOLVED:** The motion was carried

The meeting closed at 21.29hrs

Signed: .....

Date: .....