

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 11<sup>th</sup> DECEMBER 2018  
IN THE TOWN HALL, WOODSTOCK**

**PRESENT:**

Cllr. P Jay (Mayor)  
Cllr. J Cooper  
Cllr M Parkinson  
Cllr S Rasch

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

**ALSO IN ATTENDANCE:** Two members of the public. Mr B Yoxall attended on behalf of the Woodstock & Bladon News to write a monthly report for the publication.

**WTC171/18 APOLOGIES FOR ABSENCE:**

Cllrs D Davies, P Redpath and T Redpath. CCllr I Hudspeth sent apologies stating that he may arrive late for the meeting.

Cllr S Parnes did not attend the meeting and no apologies were received from him.

**WTC172/18 DISCLOSURES OF INTEREST:**

Cllr J Cooper                      **Item 10 Planning:** Personal interest as he is a member of WODC Uplands Planning Sub-Committee.

Cllr E Poskitt                      **Item 10 Planning:** Personal interest as she is a member of WODC Uplands Planning Sub-Committee.

**WTC173/18 PUBLIC PARTICIPATION SESSION:**

Mrs Alicia Wild addressed Council with her concerns about the current planning application for 1 Glovers Close (agenda item 10 – Planning):-

Mrs Wild gave an outline of the extensive history of planning applications for this site which date between 2014 & 2016. She raised the following points/objections in relation to the current application to demolish the existing garage and erect a new one-bedroom dwelling with associated parking:-

- As stated by the Inspector who visited the site in January 2016, the area is “one of two-storied detached properties set comfortably in spacious plots with open frontages to the road. The area has a sense of consistency”. The Inspector thought a narrow building would severely harm the development and appearance of the area.

The Inspector was particularly critical of the impact a new build would have on the occupiers of 3 Glovers Close and also noted that the small north facing garden at the back of the proposed house would be only a few metres from their rear garden. These factors still apply. The very small garden at the back of the proposed build is north facing and without provision

for storage.

- The house itself is tiny. Each of the two floors has the dimensions of the present double garage. There is very little accommodation even for two (childless) adults who are presumed to occupy it. It has no use as 'family accommodation' and therefore we cannot see how it can contribute to the 'housing stock'.
- The Town Council has previously noted some safety problems in this area. A footpath (Willoughby Way) runs down the side of the property. This path is used by many children going to and from the Primary School with parents parking close to the garages to access Willoughby Way. The starting point of that journey is just beyond a bend on a busy road.

The Mayor thanked Mrs Wild and confirmed that Council would be discussing the matter later in the meeting.

At this point the Mayor seized the opportunity to mention that he had invited the former Mayor Colin Carritt to address the meeting on issues relating to the formal response received from CCLr I Hudspeth regarding the Burford Weight Limit.

#### **WTC174/18 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 13<sup>th</sup> NOVEMBER 2018 AND THE BUDGET MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 27<sup>th</sup> NOVEMBER:**

The minutes of the meeting held on 13<sup>th</sup> November were approved without amendment:-

The minutes of the Budget meeting held on 27<sup>th</sup> November were approved with the following amendment:-

WTC169/18 line 5 change add the word 'date' between the words 'later' and 'to'.

#### **WTC175/18 COUNTY AND DISTRICT COUNCILLORS' UPDATE:**

The monthly Parish report from CCLr I Hudspeth was deferred until later in the meeting as he had confirmed that he would be arriving late for the meeting.

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

#### **WTC176/18 COMMUNICATIONS:**

The Mayor drew the Council's attention with great sorrow to the recent death of Trevor Stokes, who served this community faithfully and tirelessly in many capacities, saving lives, starring in the pantomime and serving as a Councillor. If ever there was a man for whom the word 'stalwart' was invented, it was Trevor – strong, true, straight, loyal and brave. As father, husband and friend he was widely loved in this town; and his strength and generosity of spirit will be sorely missed. At the Council's behest the Mayor would with Council's consent, write to Trevor's wife Elaine conveying our sympathy and recording our recognition of and gratitude for Trevor's contribution to the life of this town.

Secondly, he reported the resignation from this Council of our former colleague, Frank Collingwood, which Mr Collingwood had described as arising from 'discord' at the staff panel meeting. As Council will be considering the recommendations of that body later; and there is no need for him to say more here, other than that he greatly regretted this turn of events and confirmed his personal gratitude to Frank for all the work he did for the council, both as CMfF and in other roles Someone is going to have

to step into his shoes, which were large. The Mayor advised that he had already asked Cllr J Cooper to take over Frank's role in challenging OCC's unrealistic plan to create a bus stop with no lay-by on the A44 at the entrance to the new houses east of Woodstock. Finally, he said "will Councillors please not resign". It causes endless nuisance and possible cost to the tax-payer. There is a general council election in just over a year's time; and he hoped Councillors can all stick it out till then.

Thirdly, he reported that the Mayor's Carols on 8th December on the Town Square in accordance with Council's well-established tradition were a successful event. He thanked the Witney brass band for their stirring performance; the Revd. Alice Venning for leading all in thoughtful prayers; Father Christmas for his timely appearance; and Councillor J Cooper for unspecified services. He also thanked his son Jamie for supplying and operating the required sound amplification system without charge and for filling in for him when his voice failed, Jane Hibberd for her extensive caretaking help at the Town Hall; and above all he thanked most heartily the Deputy Mayor, Cllr A Grant for devoted support of this event both in the planning and on the day. Without her the event could not have happened, which is another reason why he hopes she will soon forget any plans she may have had for moving away from Woodstock; and

Finally, he wished a Happy Christmas to all.

**WTC177/18 QUESTIONS:**

No questions were presented to Council.

**WTC178/18 MOTIONS PRESENTED TO THE COUNCIL:**

No motions were presented to Council.

**WTC179/18 BLENHEIM TALKS PROGRESS REPORT:**

Council noted the report from the Mayor.

The Mayor reported that 'useful' progress had now been made with one face-to face meeting and numerous exchanges by email, during which a brief has been agreed for distribution to the three candidates being invited to interview for the role of facilitator. The joint interview process will be carried out in mid-January.

**WTC180/18 PLANNING:**

The Mayor referred to the formal letter Council had received on 10<sup>th</sup> December from Cllr I Hudspeth responding to their objections to the Experimental Traffic Regulation Order for a Weight Limit in Burford. He invited Mr Colin Carritt (who has a wealth of experience in this area) with consent of Council to provide an overview of the issues involved in the matter.

Mr Carritt stated that although factually correct the letter from Cllr I Hudspeth was an incomplete response. He drew Council's attention to the fact that the government have a duty to consider air quality and also said that no account had been taken of public perception as pedestrians do feel intimidated by the traffic on the A44 particularly when walking on narrow pavements and carriageways. He acknowledged the difficulty in arguing against a temporary weight limit but felt that Woodstock Town Council should keep onto both the District and County Councils to make sure the temporary arrangement does not become permanent.

Mr Carritt provided a diagrammatic plan of the principal HGV routes in North Oxfordshire (appendix 1).

Cllr E Poskitt asked whether when air quality is monitored, it is only nitrogen dioxide that is monitored. She asked whether the levels of particulate matter should be monitored.

Cllr J Cooper confirmed that he had attended the Sub-Committee of the County Council Cabinet and spoke against a diversion of traffic to Woodstock. He made the point that there is a functioning rail line between Evesham and Oxford which if dual tracked would make it more plausible to use.

The Mayor stated that this was a very serious issue and has real implications for Woodstock.

He proposed which was seconded by Cllr E Poskitt:-

*that Mr Colin Carritt monitor the exchanges with the County Council about the Burford Experimental weight limit and to advise Council from time to time as to how it should best respond on this subject.*

**RESOLVED:** Council voted unanimously in favour and Mr Carritt accepted the offer.

Mr Carritt explained that he had limited knowledge of particulates and said he would like some advice from someone independent on that matter. The Mayor suggested he contact Dr Bob McGurrin who has a wealth of knowledge on air pollution.

**RESOLVED:** The Clerk would contact the Environmental & Regulatory Services department at WODC to ascertain what air pollutants are monitored.

Council considered the following planning applications:

Ref: APPLICATION NO: 18/03074/FUL Woodstock House, Rectory Lane, Woodstock  
Renovations and extension to former care home to form dwelling. (To allow changes to approved plans)

**RESOLVED:** WTC have no comment as the application has been withdrawn

Ref: APPLICATION NO: 18/03075/LBC Woodstock House, Rectory Lane, Woodstock  
Internal and external alterations and extensions to former care home. (To allow changes to approved plans). )

**RESOLVED:** WTC have no comment as the application has been withdrawn

Ref: APPLICATION NO: 18/03156/FUL 1 Glovers Close, Woodstock  
Demolition of existing garage. Erection of a one bedroom new dwelling with associated parking.

**RESOLVED:** WTC stated that the site is definitely too small and objected to the application under policy OS2, in line with the appeal decision from the Department of Communities and Local Government responsibilities. They also concur with the following points/objections made by Mrs Alicia Wild in relation to the application:-

- As stated by the Inspector who visited the site in January 2016, the area is “one of 2 storied detached properties set comfortably in spacious plots with open frontages to the road. The area has a sense of consistency”. The Inspector thought a narrow building would severely harm the development and appearance of the area.
- The Inspector was particularly critical of the impact a new build would have on the occupiers of 3 Glovers Close but also noted that the small north facing garden at the back of the proposed house would be only a few metres from their rear garden. These factors still apply, the very small garden at the back of the proposed build is north facing and without provision for storage.
- The house itself is tiny. Each of the two floors has the dimensions of the present double garage. There is very little accommodation even for 2 (childless) adults who are presumed to be occupying it. It has no use as ‘family accommodation and therefore we cannot see how it can contribute to the ‘housing stock’.
- The Town Council has previously noted some safety problems in the area, a footpath (Willoughby Way) runs down the side of the property. This path is used by many children going to and from the Primary School with parents parking close to the garages to access Willoughby Way. The starting point of that journey is just beyond a bend on a busy road.

Cllr E Poskitt also suggested that if the planning application is passed then the following conditions should be added:-

- The glazed (bathroom) window that overlooks the garden of 3 Glovers Close should have a limit to how far it will open.
- permitted development rights are refused so that the bedroom upstairs cannot be made larger at a later date.

**RESOLVED:** Council agreed unanimously with the above suggestions.

Ref: APPLICATION NO: 18/03364/S73 Tipping Meadow, Green Lane, Woodstock

Removal of condition 1 of planning permission 16/04235/FUL to allow continuous use of car park.

**RESOLVED:** WTC would like to bring to the attention of WODC Planning the following points:-

- this field is not Tipping Meadow and Tipping Meadow is actually where Glyme Close is built. This has been brought to the attention of WODC previously when the initial application was submitted.
- WTC are adjacent land owners as the Car Park is situated next to the Lawn Cemetery Green Lane.
- WTC have received complaints regarding the Car Park lighting being left on all night which causes a disturbance to the neighbourhood and request that this issue be addressed by the Planning Enforcement Officer in keeping with the initial planning restriction imposed on the Car Park when permission was granted.

Ref: APPLICATION NO: 18/02332/S73 Tipping Meadow, Green Lane, Woodstock

Removal of condition 3 of planning permission 13/0569/P/FP to allow continuous use of car park.

**RESOLVED:** WTC would like to bring to the attention of WODC Planning the following points:-

- this field is not Tipping Meadow and Tipping Meadow is actually where Glyme Close is built. This has been brought to the attention of WODC previously when the initial application was submitted.
- WTC are adjacent land owners as the Car Park is situated next to the Lawn Cemetery Green Lane.
- WTC have received complaints regarding the Car Park lighting being left on all night which causes a disturbance to the neighbourhood and request that this issue be addressed by the Planning Enforcement Officer in keeping with the initial planning restriction imposed on the Car Park when permission was granted.

Ref: APPLICATION NO: 18/03229/HHD 1 Orchid Walk, Woodstock

Single storey rear extension.

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

Ref: APPLICATION NO: 18/03295/S73 Merry Piece, Oxford Road, Woodstock

Variation of Condition 2 Approved plans of 18/02139/S73 to allow amendments to the detached pool outbuilding

**RESOLVED:** WTC objects to this application on the grounds that no information was available in hard copy or on the WODC Planning portal to show the actual changes that the applicant wished to make and therefore WTC feels this should be revisited when the information is made available to them.

Ref: APPLICATION NO: 18/02139/S73 Merry Piece, Oxford Road, Woodstock

Variation of condition 2 of 17/02389/HHD to allow to change 1no. roof light to a dormer window; move 1no. rooflight from rear to side elevation and allow additional 1no. roof lights to the single storey extension

**RESOLVED:** WTC objects to this application on the grounds that no information was available in hard copy or on the WODC Planning portal to show the actual changes that the applicant wished to make and therefore WTC feels this should be revisited when the information is made available to them.

CCLlr I Hudspeth arrived at the meeting (the time was approximately 8.10pm).

Ref: APPLICATION NO: 18/03297/HHD 10 Bear Close, Woodstock

Proposed single storey rear extension & external works.

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

The Mayor formally welcomed CCLlr I Hudspeth to the meeting and asked if there were any comments or questions relating to his monthly Parish report. None were received.

Mr Colin Carritt then provided a brief summary of the comments he had made earlier in the meeting relating to the Burford Weight Limit.

Cllr I Hudspeth said that the fact that it is a trial period is a good thing as it means that OCC can understand where traffic is dispersed and whether the perceived impact of HGVs is actually correct. He said that he is still concerned about the weight limit of the A40 at Minster Lovell and the signage for Junction 11 of M40 which directs lorries to the A361 via Chipping Norton and southwards onto Woodstock.

Cllr J Cooper asked Cllr I Hudspeth why he did not call the decision in. Cllr I Hudspeth replied he did not because of it being a temporary decision and it will allow OCC to understand the impact and implications of HGVs on the area.

#### **WTC181/18 APPOINTMENT OF COUNCIL MEMBER FOR FINANCE:**

As no other Councillor volunteered, The Mayor, Cllr P Jay agreed to take the position of Council Member for Finance on a temporary basis.

#### **WTC182/18 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2018**

The Mayor proposed which was seconded by Cllr J Cooper that the payments for November be approved and that the Bank Reconciliation and Income and Expenditure Statements be noted as satisfactory.

**RESOLVED:** The payments totalling £20,565.45 in the month of November were approved.

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

**RESOLVED:** The summary and detailed Income & Expenditure Statements for October were noted as satisfactory with the following points raised by Cllr A Grant:-

- At the November meeting it was agreed that WTC would contribute up to £2000 to the CDWA legal advice from the Save Woodstock budget but there was in fact only £1800 left in that budget so provision would need to be agreed if WTC decided to contribute to the maximum contribution.
- Cllr Grant requested that the financial summary sheet be amended to show the correct spelling of the Council's Property Agent, Breckon and Breckon.

#### **WTC183/18 DANGEROUS HIGHWAYS TO FORMALLY BRING TO THE ATTENTION OF THE RELEVANT AUTHORITIES:**

Cllr M Parkinson gave a brief overview of the points within his report. After a short debate Council unanimously agreed that the report and recommendations are taken forward at the next Traffic Advisory Meeting.

#### **WTC184/18 WOODSTOCK PARKING REVIEW:**

Cllr J Cooper reported there are three areas of parking in Woodstock that are unregulated which WTC should ask WODC to examine. The first is the area in front of the stocks on Park Street and the other two are in Oxford Street. One is between the end of Market Street and the raised bit of Oxford Street and the other is between the end of High Street and Rectory Lane in Oxford Street.

He also stated that WODC should be asked to clarify the area they are referring to when quoting on the list 'Brook Hill (to junction with Union Street)' and that 'Wessex Court', the cul-de-sac at the bottom of Bear Close should also be brought to their attention.

The Mayor asked how the above comments relate to the Council's response to HOW and the people in Woodstock who are up in arms about parking and what is the status of Council's response to the people who have made representations. Cllr J Cooper replied he had assumed that Council had covered that at their November meeting where Council said what they really needed was for WODC to have a stable atmosphere to analyse this in and then Council would take the representations from HOW up in that process.

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

*It was then proposed by Cllr P Jay and seconded by Cllr A Grant 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).*

Cllr I Hudspeth, Mr Brain Yoxall and the remaining member of the public left the meeting at this point.

#### **WTC185/18 ENVIRONMENT:**

The quarterly report from the Wychwood Project was noted without question or comment.

The Clerk recommended that Council approve the future tree works in the Water Meadows as outlined within the report from the Wychwood Project dated 27<sup>th</sup> November 2018.

**RESOLVED:** Council voted unanimously in favour of approving the future tree work.

Cllr J Cooper proposed that the Invoice from the Wychwood Project for the period between 1<sup>st</sup> June and 20<sup>th</sup> November 2018 be approved for payment which was seconded by Cllr E Poskitt.

**RESOLVED:** Council voted unanimously in favour of approving the invoice for payment.

#### **WTC186/18 PLANNING:**

Cllr J Cooper drew Council's attention to the paper submitted by Cllr T Redpath under the above agenda item which had not been discussed earlier in the meeting.

Council considered the following proposal from within the paper:-

*In view of the comments above, Woodstock Town Council contends that the draft Oxford City Local Plan is unsound and not compliant with national policy.*

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

#### **WTC187/18 MINUTES OF STAFFING PANEL MEETING HELD ON FRIDAY 30th NOVEMBER 2018:**

The minutes of the Staffing Panel meeting held on Friday 30<sup>th</sup> November were noted.

Cllr U Parkinson presented a report which contained the Staffing Panel's recommendation to



split the role of Clerk and Responsible Financial Officer, with the Finance Assistant post being upgraded to Responsible Financial Officer. This would take effect once both members of staff have been given new job descriptions that they agree with and then their salaries should be adjusted accordingly.

Cllr J Cooper requested that the role of the 1571 Officer be written into the Responsible Financial Officer's job description.

**RESOLVED:** This was unanimously agreed by Council. The Clerk will email and ask Bethan Osborne via OALC to review and make the necessary amendments to both job descriptions.

Cllr J Cooper proposed to adopt the recommendations (shown below) from the minutes of the Staffing Panel meeting held on Friday 30<sup>th</sup> November 2018 which was seconded by The Mayor.

- 1) It would be beneficial to have more regular informal staff meetings to enable staff to share information and update the Clerk in a more effective manner.
- 2) The Clerk to clarify with staff the clear lines of communication including the duty of the staff to inform the Clerk if they are approached by a Councillor to undertake specific tasks.
- 3) The Clerk to ensure that the Finance Assistant and Administrative Assistant are provided with a copy of the meeting minutes as soon as possible and that any Council decisions are relayed to them promptly.

**RESOLVED:** The Council agreed unanimously in favour of adopting the recommendations.

#### **WTC188/18 WTC PROPERTY PORTFOLIO:**

Council considered the following recommendation from the monthly property report:-

##### Leaking Pipe in the Community Centre 3<sup>rd</sup> December 2018

Cllr A Grant proposed the following motion, seconded by Cllr J Cooper:-

*WTC agrees that:*

*Due to the disruption of the Pilates Class on 3<sup>rd</sup> December 2018 caused by a leaking pipe the hirer of the hall be not charged for this session.*

**RESOLVED:** The Council unanimously agreed to waive the hire charge for the session that was disrupted.

The meeting closed at 21.05hrs