

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 9th FEBRUARY 2016
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr E Poskitt (Mayor)	Cllr J Cooper
Cllr C Carritt (Deputy Mayor)	Cllr M Robertson
Cllr S Parnes	Cllr Mrs E Jay
Cllr P Jay	Cllr B Yoxall
Cllr Mrs S Rasch	Cllr T Wray
Cllr Mrs E Stokes	

Also in Attendance: County Cllr I Hudspeth and 9 members of the public.

WTC/215/15 APOLOGIES FOR ABSENCE: Cllr L Maybury

WTC/216/15 DECLARATIONS OF INTEREST: Declarations of a general interest were received from:

Cllr E Poskitt: Agenda Item 9, Planning, as a member of West Oxfordshire District Council (WODC) Uplands Planning subcommittee.

Cllr J Cooper: Agenda item 9, Planning, as a WODC Councillor.

WTC/217/15 MINUTES: The Council

RESOLVED that the minutes of the Town Council meeting held on Tuesday 12th January 2016 were approved subject to the following amendments:

WTC/202/15: Motions presented to Council. The 'Note' in italics after the motion was deleted. In the next paragraph the word 'the' was deleted before 'all other'. The latter part of the final sentence of the final paragraph of this minute was amended to read '...representing the views of all people in Woodstock on all issues of parking difficulties.'

WTC/203/15: Planning Item (iv). The resolution at the top of page 81 was amended whereby the words 'in addition' were inserted between the words 'consider' and 'permitted changes'.

WTC/205/15 Neighbourhood Plan Working Group (ii) The brackets were removed from the final paragraph on page 81 and from the fourth paragraph on page 82. The second line of paragraph 5 was amended whereby the words 'the Council' were inserted between the words 'and' and 'hereby'.

WTC/206/15 Joint Committee – Town Palace Dialogue. The final sentence of this item was amended to read 'The Chairman was asked that in future, for clarity, the minutes of the Joint Committee should list all representatives as either Town or Palace being the two parties to the dialogue.'

The Mayor then signed the minutes.

WTC/218/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:

(i) Mrs Jill Dunsmore: addressed the Council about the Woodstock Town Council's ceremonial robes and civic regalia and spoke against the suggestion that in future the Mayoral robes only be used very occasionally. She asked that the Town Council maintain the pageantry associated with the Town and retain the use of the

Mayoral robes and regalia as part of this tradition. She noted that many residents considered them to be important to the Town's heritage and of interest to tourists.

(ii) Mrs Ulli Parkinson: addressed the Council about the half MUGA at the New Road Play Area. She reminded Cllrs of the time line and the issues and actions that she considers to be associated with this facility that she had raised in the past. She asked that the half MUGA be removed in the near future.

Dr R McGurrin had submitted a request to address the Council but was unable to attend the meeting.

WTC/219/15 COUNCILLOR UPDATES

(i) Report from County Cllr Ian Hudspeth. The February report from Cllr I Hudspeth was received and noted. Cllr Hudspeth answered questions from Cllrs about the planned curtailing of Library Vans, the proposal for OCC devolution, the proposed uses of one-off funding, the potential for OCC to work more closely with Northants and Bucks County Councils, whether some parking restrictions could be lifted whilst the new gas pipes were being installed in the town centre, the removal of the paint on pavement close to the Woodstock Barbers Shop and the poor timing of Central Government passing additional funds to the County Councils.

(ii) Report from District Cllrs J Cooper and E Poskitt. The February report from District Cllrs Cooper and Poskitt was received and noted. The 90% reduction of the feed in tariff for solar energy was discussed as this now made the renewable energy source a less attractive option than previously.

WTC/220/15 COMMUNICATIONS: The Mayor laid the following before the Council:

- (i) Mrs Jean Hollis will receive a High Sheriff's award for her service to the community particularly in relation to her work for the Royal British Legion in Woodstock and the Poppy Day collections at a ceremony at Christ Church Cathedral in Oxford on Monday 29th February 2016.
- (ii) Mr John Brucker, a former head teacher of Woodstock Primary School passed away on 26th January 2016. The Mayor will write a letter of condolence to his family.
- (iii) The Duke of Marlborough will be cutting the ribbon for the grand re-opening of the re-furbished Woodstock Post Office on Thursday 11th February - all Cllrs have been invited to this event.
- (iv) The WODC parking survey is available to complete on-line – a link has been included on the WTC web pages.
- (v) The Mayor is holding a Quiz Night on Friday 26th February and invited people to get together teams of six to take part in this fun event to raise funds for her charities. Tickets cost £12.50 and include a free drinks and light refreshments.
- (vi) Mike Davidson kindly donated a *Cordyline* plant for inclusion in the floral display on the Market Place and was thanked for this.
- (vii) It was noted that the mother of Chris Baylis had recently died. The Mayor will write a letter of condolence to Mr Baylis.

It was agreed that WTC should establish the criteria to be applied when the Mayor sends letters of condolence to ensure a consistent approach in order that the Council does not inadvertently offend any residents.

WTC/221/15 QUESTIONS: The following question was received from Cllr S Parnes under WTC's Standing Orders.

Please would the Mayor clarify status and what - if any - progress has been made since the previous Town Council and Mayor's Committee meetings, in relation to any responses to letters dispatched by Woodstock Town Council pertaining to perceptions and concerns about cosmetic and structural integrity of unsightly roofs at much of the Bens Close affordable housing development which was built by Blenheim Estate Contractors utilising £1.07 million in grant funding from the Homes and Communities Agency (HCA) and officially opened in September 2010 (especially bearing in mind the recent stormy weather including intense winds)?

The Mayor confirmed that Cllrs had received all of the information that had been received by the Council and read out the latest correspondence.

WTC/222/15 MOTIONS PRESENTED TO THE COUNCIL: The following motion submitted under Standing Orders by Cllr S Parnes was seconded by Cllr B Yoxall:

In the interests of further enhancing transparency and encouraging public participation, Woodstock Town Council will enable members of the public and the press to join an electronic mail list as subscribers for regular receipt - via email - of Town Council and Committee Agendas (which are already routinely circulated to Town Councillors by email).

Discussion followed. Cllr S Parnes asked for a named vote the result of which was as follows:

For: Cllrs J Cooper, M Robertson, S Parnes, B Yoxall and T Wray (5).
Against: Cllrs E Poskitt, C Carritt, Mrs E Stokes, Mrs S Rasch, Mrs E Jay (5)
Cllr P Jay did not vote.

The Mayor used her casting vote to maintain the status quo and so the motion fell.

WTC/223/15 PLANNING The Mayor and Cllr J Cooper declared general interests.

(i) Planning Applications: The following planning applications were received and considered:

a) Ref: 15/04522/FUL & 15/0453/LBC – 18-20 Market Place, Woodstock:
Proposed demolition of retail showroom and internal alterations to create a one bedroom flat and a 4 bedroom house with parking.

RESOLVED that Woodstock Town Council, whilst not necessarily against this planning application, is concerned about the effect of the development on some of the elderly and listed features on the site.

The Council is also concerned about the height of the replacement building. Due to the complexity of the site the Council requests that the matter is discussed at Uplands Sub-Committee and feels it is essential that the Sub-Committee should make a site visit before giving an opinion.

b) Ref: 16/00083/HHD – 68 Banbury Road, Woodstock: Erection of single storey side and rear extensions.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

c) Ref: 16/00143/RES & 15/02403/OUT – 21 Maver Close, Woodstock:
Erection of detached dwelling with off road parking.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

d) Ref: 16/00191/HHD: 1 Marlborough Crescent, Woodstock: Conversion of existing internal garage to habitable space, first floor side extension and single storey front extension, the addition of a dormer window to the front elevation and internal alterations.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

ACTION: *The planning responses will be sent to WODC.*

(ii) Planning Appeal: Ref: 15/02785/FUL – 24 Hensington Road, Woodstock: The Council noted that an appeal has been made against WODC's refusal of planning permission for this development.

RESOLVED that Woodstock Town Council would like to strongly endorse comments they previously made, and those of WODC, supporting refusal of the application for the 10th flat over the car port.

(iii) WODC - Local Plan Site Allocations: A report from Cllr B Yoxall was received and considered. Cllr B Yoxall proposed the following motion, seconded by Cllr Mrs E Stokes that WTC write to WODC in respect of brown field sites to be considered in the context of the Local Plan preparation as follows:

1. *Police Station Site:* Negotiations are ongoing for changed use of this site to accommodate an improved health centre and provision for a significant number of apartment type properties.
2. *Library/Memorial Garden Site:* The potential of the above site could be increased if an alternative location could be provided for the library (? County Museum) and the adjacent Memorial Garden could be dispensed with.
3. *Scout/Guide Hut:* If an alternative location could be found for this resource (? Youth Club), it could be exploited for modest residential use to complement other residential provision at the southern end of the WODC car park.
4. *Old Tannery Site:* This is a privately owned site presently used for employment purposes, though only sparsely since the transfer of the SOFO HQ to the County Museum. If alternative provision could be made for the remaining employment activity, it could offer scope for additional apartment type properties to complement the existing accommodation in Hensington Road.
5. *Long Close:* This site on the southern outskirts of the town is presently being considered for redevelopment, offering scope for 4-6 residential properties.
6. *Existing Health Centre:* Assuming the proposal for a new health centre comes to fruition, this site could provide a suitable location for several apartment type properties.
7. *Former NATWEST Bank:* This prime town centre location could be redeveloped for housing or employment purposes

8. *Owen Mumford*: A possible move from the town has been considered by the firm as an option in the past and, if it ever were to come to pass, the site could offer substantial scope for housing development.

Discussion followed. Cllr S Parnes requested a named vote the result of which was as follows:

For: Cllrs B Yoxall and Mrs E Stokes (2)

Against: Cllrs E Poskitt, C Carritt, T Wray, Mrs S Rasch, Mrs E Jay, S Parnes and J Cooper (7)

Abstention: Cllr P Jay.

The motion therefore fell.

Cllr S Parnes proposed the following motion which was seconded by Cllr P Jay and WTC

RESOLVED that Woodstock Town Council requests that WODC remove “Land East of Woodstock” from the SHLAA, among other things in consideration of the Planning Inspector’s comments in relation to the previous Local Plan about that site.

Cllr S Parnes asked for named vote the result of which was as follows:

For: Cllrs S Parnes, P Jay, B Yoxall and Mrs E Stokes (4)

Against: Cllrs C Carritt, J Cooper and Mrs E Jay (3)

Abstention: Cllrs M Robertson, Mrs S Rasch and T Wray (3),

Cllrs E Poskitt did not take part in this vote.

ACTION: *The Town Clerk will write to WODC.*

WTC/224/15 NEIGHBOURHOOD PLAN WORKING GROUP (NPWW)

(i) Minutes: The Council received and noted the minutes of the NPWG meeting that was held on 27th January 2016.

(ii) Revised Vision Statement: The Council received and considered “A Statement from the NPWG” which refined the revised ‘Vision Statement’ that had been prepared by Cllr P Jay. Cllr B Yoxall thanked all Cllrs who had contributed comments to this. A precis of the ‘Vision Statement’ produced by Cllr M Robertson for insert in the next WTC Newsletter was also received and was considered. Discussion followed.

RESOLVED (unanimous) that the revised Vision Statement is approved.

ACTIONS:

1. *It was agreed that any comments about the draft precis be sent to Cllr Robertson within the next two days.*
2. *The precis will be inserted in the WTC Newsletter and made clear that it is a precis and that the full copy can be obtained from the Town Hall*
3. *The precis and revised ‘Vision Statement’ will be put on the web site and linked.*

The Council agreed to consider the recommendation in the Environment Committee at Minute MC/48/15 about the Mayor’s Robe next and so this was brought forward.

WTC/225/15 MAYOR’S COMMITTEE: The recommendation at minute MC/48/15 in the draft minutes of the Mayor’s Committee meeting that was held on 26th January 2016 was received and considered.

Cllr P Jay proposed and Cllr M Robertson seconded a motion that the Council resolve that it is no longer appropriate nor economic to maintain and use Mayoral robes, including the hat, and secondly in view of the reported damage to the Mayoral chain that its use should be confined to the Remembrance Day and other very special occasions.

Discussion followed. A vote was then taken the results of which was 3 votes for, 7 votes against and 1 abstention and so the motion fell.

It was suggested that artificial fur be used to replace the moulting fur on the Mayor's robe when any repair is undertaken. Cllr Mrs E Jay suggested that WTC might investigate sending the hat and robe to the Guild of Embroiderers for repair.

ACTION: *that the Administrative Assistant ask a local seamstress for a quote to repair the Mayor's Robe using artificial fur.*

Cllr B Yoxall left the meeting at this point.

WTC/226/15 ANNUAL TOWN MEETING: It was noted that the Annual Town Meeting will be held at 7.30pm on Tuesday 15th March in the Community Centre. The Mayor will produce a suggested agenda for consideration by residents at the meeting.

ACTION: *The Town Clerk will formally write and invite the Director of the Wychwood Project to address the Town Meeting on the subject of the watermeadows.*

WTC/227/15 COMMUNICATIONS WORKING GROUP: The minutes of the meeting of the WTC Communications Working Group held on 22nd January 2016 were received noted. The spring edition of the WTC Newsletter is currently being prepared.

WTC/228/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2016
The Council received and considered the report of the Responsible Financial Officer.

(i) To receive the list of payments for January: The Council

RESOLVED that the list of payments totalling £21,578.74 made in the month of January 2016 was received and approved.

(ii) Bank Reconciliation Statement for January 2016: The bank reconciliation statement was received and noted.

(iii) Summary & Detailed Income & Expenditure Statements for January 2016: The summary and detailed statements were received and noted. Cllr P Jay explained the meaning of the variance between income and expenditure.

(iv) Internal Controls: It was noted that an internal control for the bank reconciliation has been undertaken since the last meeting and was found to be satisfactory.

WTC/229/15 MAYOR'S COMMITTEE: The draft minutes of the Mayor's Committee that was held on Tuesday 26th January 2016 were deferred until the confidential session.

WTC/230/15 COMMUNITY PARTNERSHIP MEETING: This item was deferred until the March TC meeting because Cllr P Jay had not yet received the papers from the Community

Partnership meeting that was held on 2nd February. He will circulate them to Cllrs when they arrive and noted that this had been an extremely interesting meeting.

ACTION: *The Town Clerk will bring forward this item on the March Town Council agenda.*

WTC/231/15 THE QUEEN'S 90TH BIRTHDAY CELEBRATION: The Mayor reported on a recent meeting that had been held to discuss ways of celebrating the Queen's 90th Birthday.

It was noted that there had been a change in the Chairmanship of the Carnival Committee and that there will be no Woodstock Carnival this year.

A National 'Litter Pick' will take place March 4-6th. Blenheim Estate are organising a 'Litter Pick' with the Primary School on Friday 4th March and have been asked to liaise with Dr Robert Edwards who has arranged the main town litter pick which will take place at 10am on the 5th March, meeting at the lay-by at the bottom of Union Street on Brook Hill.

The Union Jack will be flown on 21st April but it has not yet been confirmed whether the Church will arrange for a peal of bells.

The main activities will take place over the weekend of 10th-12th June. A parade of animals was suggested but considered to be too difficult and so there is currently nothing specific planned for the Saturday. The Town Clerk suggested a football match in traditional kit as worn 90 years ago.

The Mayor's Civic Service will be held on the Sunday morning. A tea party is planned to be held in the centre of town during the afternoon. The Administrative Assistant suggested a cake competition which would be judged and the entries then consumed and the Mayor is investigating this further. An exhibition featuring the Queen and memorabilia about the Town covering the past 90 years is also being explored. A beacon was discussed.

ACTION: *The Mayor will gauge support for a beacon at the Annual Town Meeting.*

WTC/232/15 LONDON OXFORD AIRPORT CONSULTATIVE COMMITTEE: The Council received and noted a report from Cllr S Parnes.

WTC/233/15 EXCLUSION OF THE PUBLIC AND PRESS: The Mayor proposed, Cllr Cooper seconded the motion and the Council

RESOLVED (unanimous) that because the nature of the business to be transacted was sensitive the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

WTC/234/15 MAYOR'S COMMITTEE (continued)

(i) The Living Wage.

The Council received and considered an updated paper from the Town Clerk and the recommendation of the Mayor's Committee which was that the Council with regard to staff pay:

1. Maintain its policy to pay the Living Wage (adjusted in accordance with the Living Wage Foundation recommendation),

2. To apply to all staff, the adjustments to pay scales recommended by NALC and then do any further adjustment required to reach the Living Wage of £8.25 per hour.

Discussion followed.

Cllr J Cooper proposed an amendment that was seconded by the Mayor and

RESOLVED (7 votes for and 3 against) that a third item be added to the Mayor's Committee recommendation so that WTC preserve the differentials that have already been awarded.

The amended motion was then voted upon and WTC

RESOLVED (6 votes for, 2 votes against and 2 abstentions) that the Council with regard to staff pay will:

1. Maintain its policy to pay the Living Wage (adjusted in accordance with the Living Wage Foundation recommendation),
2. Apply to all staff, the adjustments to pay scales recommended by NALC and then do any further adjustment required to reach the Living Wage of £8.25 per hour.
3. Preserve the differentials that have already been awarded.

Cllr Cooper requested a named vote the result of which was:

For: Cllrs J Cooper, M Robertson, Mrs E Jay, Mrs S Rasch, Mrs E Stokes and E Poskitt (6)

Against: Cllrs S Parnes and P Jay (2)

Abstentions: Cllr C Carritt and T Wray (2)

ACTION: *When the NALC pay award is applied the adjustments required will be actioned by the Town Clerk and Finance Officer.*

(ii) Vehicle Accident at New Road Play Area

The recommendation of the Mayor's Committee was that

the Council, or Mayor, or Town Clerk, write to the Chief Constable of TVP recording our acute concern about this apparent serious criminal offence on our property and urging that, subject to due consideration of all relevant circumstances, this offence should be prosecuted.

Discussion followed. A vote was then held and the motion fell (2 votes for, 7 votes against and 1 abstention).

WTC/235/15 NEW ROAD PLAY AREA:

(i) Invoice from Mrs U Parkinson:

The Council received and considered an invoice for fence panels submitted by Mrs U Parkinson.

RESOLVED that WTC has on this one occasion (and without setting any precedent) agreed to reimburse Mrs Parkinson £116.10 and stresses that this payment is made without any admission of liability on its part.

(ii) Update from the Mayor:

An updating report from the Mayor was received and noted by the Council.

(iii) Letter from Dr R McGurrin

A letter from Dr R McGurrin was received and noted by the Council.

(iv) Note for the Record from the Town Clerk

A note for the record from the Town Clerk about the recent vehicular accident was received and noted. The Mayor thanked the Town Clerk for her report.

WTC/236/15 PROPERTY MATTERS.

(i) Property Report

Cllrs received and noted the report from the Council Member for Property.

(ii) 'Capability Brown' Picture Receipt:

Cllrs received and considered the report from the Council Member for Property. It was noted that the capital receipt for the sale of the picture had been received. The Council thanked Cllr M Robertson for her report and the extensive work that she had put into progressing the sale of this picture.

ACTION: *The Town meeting will be asked to comment on possible projects that the Capital receipt might fund. The comments will be considered when the Council meets in April 2016.*

The Council then went back into public session.

The meeting closed at 10.26pm

Signed Date