

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 11th JULY 2017
At 7.30pm
IN THE TOWN HALL, WOODSTOCK.**

PRESENT:

Cllr. Mrs T Redpath (Mayor)
Cllr. F Collingwood
Cllr. U Parkinson
Cllr. E Poskitt
Cllr. P Redpath
Cllr B Yoxall

Cllr. A Grant (Deputy Mayor)
Cllr. J Cooper
Cllr. S Parnes
Cllr. S Rasch
Cllr. E Stokes

ALSO IN ATTENDANCE: Four members of the public

WTC56/17 APOLOGIES FOR ABSENCE: Cllr P Jay who will be arriving later

WTC57/17 DECLARATIONS OF INTEREST:

Cllr J Cooper	Item 9 Planning General interest because he is a member of WODC
Cllr E Poskitt	Item 9 Planning General interest because she is a member of WODC Uplands Planning Sub-Committee
Cllr B Yoxall	Item 13 Property Matters He is personally known to previous tenant
Cllr S Parnes	Item 16 WODC Data Protection Policy He is a victim of Data Protection breach for which WTC may bear responsibility
Cllr S Parnes	Item 18 Contractors Disruptive Use Of Randolph Avenue Instead Of Haul Road For Construction Access He is a resident in close proximity to Randolph Avenue

WTC58/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 13th JUNE 2017

The minutes were approved with the following agreed amendments:-

WTC36/16 first line 'To receive report from Cllr Hudspeth' replaced with *Cllr Hudspeth*
line 8 'in response to a question Cllr Cooper stated that' replaced with In response to a question *about WTC not being made aware of the new Data Protection Policy as discussed at the Cabinet meeting in May* Cllr Cooper stated that the WODC Data Protection Policy had been presented to the Cabinet at their meeting the previous week and would be discussed at the *following* Cabinet meeting. The word July replaced with '*following*'.

An extra paragraph to be added to the beginning of WTC36/16 relating to the Swimming Pool *'In response to a question why the Woodstock Swimming Pool had received a comparatively small grant Cllr Cooper confirmed this was because it is a loss making facility.'*

WTC37/17 third paragraph line 2 'Town Clerks' replaced with *Councils*, line 3 'of OALC' replaced with *Consultant* and line 4 'which with costs of travel would come to around £975 replaced with *plus travelling. This compared – should all staff and Councillors attend the generic Roles & Responsibilities training in Didcot to a total cost of £975 plus individual travelling costs*

WTC39/17 motion proposed by Cllr Parnes and seconded by Cllr P Redpath:
Woodstock Town Council resolves to establish an official presence on Facebook to enable more accessible communication of its official information. Removed 'not to take a final decision on the matter at this point but to'

WTC43/17 line 23 add the word *'in' to complete sentence.* The motion was therefore lost. However it was agreed that Section 4 of the Member Officer Protocol did not apply to WTC as the council stands at this moment *in time*

WTC44/17 remove line 15 *'For: 9 Against: 1'* vote for £40,000 S106 money going to Youth Club was transposed into the vote for £5,800 S106 money towards information boards for town

WTC47/17 Environment line 1 add the letter 't' into the word *that*

WTC47/17 Property Matters line 7 amend work 'as' to *is*

WTC53/17 line 2 add the word 'a' for sentence to read correctly.

WTC59/17 PUBLIC PARTICIPATION SESSION

Mr Tim Filmer who is working with Countryfile Live Operations Team in relation to traffic management for the event attended a meeting with Cllr Parnes on Friday 7 July. A summary of that meeting was provided in a paper circulated prior to tonight's meeting. Mr Filmer thanked the Council for allowing him the opportunity to address the Council and members of the public in attendance on matters concerning traffic management for the forthcoming event.

Reference was made to the traffic gridlock that occurred last year and the lessons learned from then. Mr Filmer confirmed that Toby Wall is also working for the Countryfile Live and he had previously worked on the traffic management plan for CLA Game Fair the year it went well. Mr Filmer has indicated that traffic has intensified in recent years resulting in these types of issues arising. He has stated that the intention is not to cause disruption to local residents and traffic flow at peak times and hopefully with the motorcycle spotters and member of the staff physically present at various locations feeding information back they hope to keep the traffic flowing. The Mayor thanked Mr Filmer for attending.

WTC60/17 COUNTY AND DISTRICT COUNCILLORS UPDATE:

- (i) To receive the June report from Cllr I Hudspeth
County Cllr Ian Hudspeth did not attend the meeting. His report was noted.
- (ii) To receive the June report from District Cllrs J Cooper & E Poskitt
Cllr Parnes raised the issue that even though the WODC Data Protection policy had been agreed back in May WTC Councillors were not advised of or provided with a copy of the policy (until Cllr Parnes circulated it in mid-June and it was added to Agenda for July meeting)

WTC61/17 COMMUNICATIONS:

- (i) Housekeeping and Meeting Etiquette
The Mayor reminded Councillors that a time frame is allotted for meetings and it would be appreciated if contributions could be kept short and points already made are not repeated. If responding more than once or continuing discussing on a point already made, Councillors are requested to keep to the maximum time allowance of 4 minutes.
- (ii) Cherwell Partial Review
The Mayor advised that she has asked for an Extra Ordinary Meeting to be held on Tuesday 25th July which the Planning Consultant will attend. There is a consultation to be held in the Community Centre on 27th July. The Mayor had assumed that the decision of the executive to put all the sites into the partial review would have been confirmed by the council before it became official. The council meet July 17 and the review is not on the agenda which means WTC have no opportunity to put our own case. The Mayor thinks this is quite appalling and has personally written to Barry Wood the leader of Cherwell Council. Cllr Collingwood wrote also complaining after the executive meeting and The Mayor assured him at the time that there would be opportunity for WTC to try and get someone speak on it's behalf at the council meeting. Unfortunately this has not been afforded to WTC and therefore Woodstock does feel rather disenfranchised and The Mayor will feed this back.
- (iii) West Oxfordshire Local Plan Hearing – Tuesday 18th – Thursday 20th July
On Tuesday 18th July WTC will be represented at the West Oxfordshire Local Plan Hearing which is dealing with Matter 14. The Consultant representing WTC will meet with The Mayor and Councillors in attendance to talk through issues relating to 14.1, 14.2 & 14.3 before making representation for matter 14.3 on Tuesday 18th. He will then return on Thursday 20th to represent WTC on the matter of the number of houses proposed within the five year supply. The Mayor will be attending the session to support the Consultant and advised all Councillors they are welcome and encouraged as many as possible to attend.

WTC62/17 QUESTIONS

There were no questions.

WTC63/17 MOTIONS PRESENTED TO THE COUNCIL:

Proposed by Cllr S Parnes and seconded by Cllr P Redpath:

Woodstock Town Council (WTC), recognising the value of the monthly District Councillors' reports, asks that they be submitted before the second circulation of papers on Fridays before the Meeting [in accordance with the same expectation for submission of reports from all Town Councillors].

Cllr Parnes requested an amendment of the motion to say Thursday not Friday. After a some discussion it was agreed that the motion was amended as follows:-

'Woodstock Town Council (WTC), recognizing the value of the monthly District Councillors' reports, asks that they be submitted before the second email circulation of papers on Thursday before the Meeting [in accordance with the same expectation for submission of reports from all Town Councillors].'

Named Vote: For: Cllrs Yoxall, Parnes, Rasch, P Redpath, Stokes, Parkinson

Against: Cllr Poskitt

Abstentions: Cllrs: Grant, Collingwood, T Redpath, Cooper

The motion was carried

Cllr Jay arrived at this point - 8.20pm

WTC64/17 PLANNING

Council considered the following applications:

- Ref: APPLICATION NO:17/01937/FUL 27 Hensington Road Woodstock
change of use of use from domestic to car park associated with church meeting room.

After some discussion on this application the Chairman requested a vote for agreement to submit an objection.

Vote: For: 5 Against: 2 Abstaining: 4

Resolved: WTC object to this application under planning policy BE2

- Ref: APPLICATION NO: 17/01764/HHD 16 Hensington Road Woodstock

Alterations and erection of single and two storey extensions.

After some discussion on this application the Chairman requested a vote for agreement to submit an objection.

Vote: For: 8 Against: 0 Abstaining: 3

Resolved: WTC Object to this application under planning policy BE2 as the terrace balcony would impact the privacy of the neighbouring garden (number 18).

- Ref: APPLICATION NO: 17/01948/HHD 14 Princes Ride Woodstock

Erection of first floor side and single storey front extension.

Agreed: WTC has no objection to this application

- Ref: APPLICATION NO: 17/01894/HHD 10 Crecy Walk Woodstock

Alterations and erection of two storey side extension.

Agreed: WTC has no objection to this application

- Ref: APPLICATION NO: 17/01911/FUL 30 New Road Woodstock

Remove detached dwelling and workshop. Erection of six flats with associated works.

RESOLVED: that WTC strongly object under BE3 policy to this application because of the impact the development would have on parking in New Road. Traffic congestion is at a premium due to the situation of the Primary School, Woodstock Under Fives Association, Old Woodstock Town Football Ground, Woodstock Youth Club and the Community Centre all being located in this area. New Road is a 'no through' road and is already problematic with the current volume of traffic using the road. The impact of yet more vehicles will only aggravate the situation for the residents. This in itself causes concern for public health and safety and it is an over-development of the site.

WTC65/17 APPLICATION FOR NEW STREET NAME

- Ref: 1507 SK20 Site Plan 80 Manor Road Woodstock

To address a new development of 5 Properties on the former Barn Piece House, 80 Manor Road. Proposed new address 1-5 Barn Piece,

RESOLVED: WTC objected to naming the new development 1-5 Barn Piece as this would cause confusion as the housing estate in Old Woodstock is known as Barn Piece Estate. WTC agreed that the continuation house numbering of the already established Farm End would be more sensible as the new development is in such close proximity and accessed via the entrance road to Farm End.

WTC66/17 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2017

- (i) To receive the list of payments for June
Proposed by Cllr Cooper and seconded by Cllr Poskitt and agreed unanimously **that the list of payments totalling £22,421.53 made in the month of June 2017 were received and approved**
- (ii) Bank Reconciliation Statements
To receive and consider the bank reconciliation statements for June 2017
The bank reconciliation Statements were noted

(iii) Summary and Detailed Income & Expenditure Statements

To receive and consider the summary and detailed income & expenditure statements for June 2017

Cllr Yoxall queried the 100% overspend on Hensington Cemetery budget.

This was explained as being due to urgent work being required on a Sycamore in the Hensington Road Cemetery (which had been flagged in the Annual Tree Inspection Report)

Cllr Yoxall asked the reason for the OWL budget being overspent at such an early stage in financial year.

The Clerk agreed to check with the Finance Assistant if this overspend is due to grass cutting or another expenditure. Response will be sent to all Councillors by email once clarified.

Cllr Poskitt enquired as to what 'Operating Costs' referred to?

Cllr Collingwood explained that these were utility costs.

WTC67/17 COUNTRYFILE LIVE TRAFFIC MANAGEMENT PREPARATIONS AND COMPLIMENTARY TICKETS

Cllr Parnes proposed the following motion:-

'Woodstock Town Council objects to the CountryFile Live Organiser's intended closure of part of Upper Campsfield Road, and the resultant obvious diversion of traffic through Shipton Road and onward to Hensington Road or the Hensington Estate, and will communicate this to the Organizers and the County Council's TTRO team.'

Cllr Yoxall proposed seconded by Cllr Poskitt.

'That the motion to be withdrawn after the very informative address by Mr Tim Filmer during the public participation'

Cllr Parnes deemed his motion as unnecessary and agreed to withdraw it.

Mr Filmer who was still at the meeting reiterated that the traffic management for the event was a two way process and he is grateful for the input from local parties. He also advised that if any problems are experienced during the event he was happy to be contacted.

WTC68/17 ENVIRONMENT

The Mayor commented on the successful meeting with Sharon Williams of Wychwood Project which gave those in attendance (Town Clerk, Cllr Philip Redpath, The Mayor and

Deputy Mayor) a greater understanding of the part Wychwood play in the Management of the Water Meadows.

The Report was noted and the Clerk asked to obtain quotes and professional opinion from companies in relation to the recommended work on the Poplar trees in Water Meadow.

The Clerk has reported the work required on the grille and handrail to OCC as it is their responsibility is awaiting a response.

WTC69/17 PROPERTY MATTERS

The report from Cllr Grant was received and noted.

Town Hall: Quote from Inside Out (company fitted the original kitchen) for new lockable cupboard, repair of work surface. The quote had been circulated prior to the meeting. Cllr Grant has checked with the Finance Assistant that there are adequate funds within the budget and would like a decision to enable this work to be completed as soon as possible.

Cllr Yoxall congratulated Cllr Grant on her very comprehensive report (the best property report Council has received for years) and seconded Cllr Grant's proposal to accept the quote from Inside Out and for WTC to purchase a new free standing fridge to upgrade the Town Hall Kitchen

RESOLVED: unanimous vote in favour

Community Centre: One quote for new flooring in all cloakrooms, bar area and kitchen had been received. Still awaiting two quotes and should have these for consideration at September meeting.

2 Park Street: Nothing to report.

4 Market Street: New Lease agreed and with Freeth Solicitors to draw up contract.

Woodstock Bowls and Tennis Club: The Clerk has alerted the club of their responsibility for a tree in their car park that had been flagged as requiring attention in the recent Annual Tree Report. Communication with the club secretary via email is ongoing.

WTC70/17 TOWN COUNCIL OBJECTIVES

It was agreed that as some Councillors' had not brought copies of the previously circulated paper Cllr Yoxall would re circulate to all and invited comments and input into the document.

WTC71/17 JOINT COMMITTEE FOR TOWN/PALACE DIALOGUE

- (i) To receive and consider the minutes of the JCTPD committee.
Noted

- (ii) To receive an amended copy of the minutes for consideration
Both sets of minutes noted and submit to next JCTPD meeting. Cllr Parnes
- (iii) **proposed an amendment to the minutes and Cllr Yoxall requested any amendment to be sent directly to him by email.**
- (iv) To receive a paper from Cllr Yoxall
Cllr Yoxall presented his paper and proposed the following motion seconded by Cllr Stokes:-

‘Whilst noting Blenheim’s ten year plan to revolutionise nearly every aspect of the World Heritage Site and the importance it attaches to the surrounding communities, Woodstock Town Council regrets the lack of proper consultation both with the Town Council and the community at large before the launch in the local press last week.

Accordingly Woodstock Town Council hereby request that this deficiency is addressed at the earliest possible moment after the summer holiday period by Blenheim agreeing to explain its thinking in more detail at a Town Meeting to be convened by the Mayor and for which suitable written briefing will be provided in advance by Blenheim, delivered to every household in the town.’

Cllr Collingwood suggested that rather than Cllr Yoxall’s motion the Council write a letter to Blenheim voicing their concerns. Discussion followed but this alternative proposal was not agreed by the Council.

Cllr Jay commended Cllr Yoxall for his great skill and courage in keeping the continuous dialogue with Blenheim.

Motion was put to the Council

‘Whilst noting Blenheim’s ten year plan to revolutionise nearly every aspect of the World Heritage Site and the importance it attaches to the surrounding communities, Woodstock Town Council regrets the lack of proper consultation both with the Town Council and the community at large before the launch in the local press last week.

Accordingly Woodstock Town Council hereby request that this deficiency is addressed at the earliest possible moment after the summer holiday period by Blenheim agreeing to explain its thinking in more detail at a Town Meeting to be convened by the Mayor and for which suitable written briefing will be provided in advance by Blenheim, delivered to every household in the town.

Cllr Parnes called for a named Vote:

For: 7 (Cllr T Redpath, Cllr A Grant, Cllr E Stokes, Cllr B Yoxall, Cllr P Redpath, Cllr S Parnes, Cllr S Rasch)

Against: 4 (Cllr J Cooper, Cllr F Collingwood, Cllr E Poskitt, Cllr U Parkinson)

Abstain: 1 (Cllr P Jay)

The motion was carried.

Cllr Yoxall to write to Roger Files informing him of the agreed motion.

Post Meeting Note: The Town Meeting will be held on Tuesday 17th October from 7.30pm at the Community Centre.

WTC72/17 WODC DATA PROTECTION POLICY

The updated WODC Data Protection Policy was circulated to all Councillors for information. Some concerns were expressed with reference to WTC Data Protection Policy. The newly appointed Town Clerk is committed to ensuring that WTC are compliant under the Data Protection Act and to ensure that all Councillors receive an updated copy of the policy.

Cllr Cooper advised that Cllr Toby Morris from WODC had no objection to WTC using their policy as template. The Clerk will also contact OALC to request a policy template for the basis of WTC data policy review.

WTC73/17 SELECTION OF STAFFING PANEL

The council agreed that the Mayor Cllr T Redpath, Deputy Mayor Cllr Grant, Cllr Parkinson, Cllr Collingwood, Cllr Poskitt and Cllr Stokes (reserve) be appointed to serve on the Staffing Panel. Date of first meeting to be held as soon as possible (date to be confirmed).

WTC74/17 CONTRACTORS DISRUPTIVE USE OF RANDOLPH AVENUE INSTEAD OF HAUL ROAD FOR CONSTRUCTION ACCESS

Cllr S Parnes presented his previously circulated report with a proposed motion, the wording of which was not seconded.

Discussion followed with concerns for Randolph Avenue being used for construction access and Cllr Collingwood proposed amended wording to Cllr Parnes suggestion. Cllr Parnes requested that OCC was added to the bottom line of the motion. This was agreed.

Cllr Collingwood proposed the following which was seconded by Cllr P Redpath:-

'The Town Council is particularly concerned about hazards of construction-related lorries passing through Randolph Avenue which is a narrow shared surface public highway, and calls upon the Planning Authorities at West Oxfordshire District Council and Cherwell District Council to take immediate enforcement action. WTC shall notify OCC, WODC and CDC of this Resolution.'

His proposed amendment to the wording of the motion was seconded by Cllr P Redpath.

The amended motion was put to Council

Vote taken on amendment: For: 10 Against:1 Abstain:1

The motion was carried.

WTC75/17 INCORRECT AND DISPARAGING INFORMATION ON SOCIAL MEDIA ABOUT COUNCIL ACTIVITY AND COUNCILLORS

As no report was received this item was not discussed.

WTC76/17 COUNCILLOR AND STAFF TRAINING

Cllr P Redpath proposed the following motion and seconded by Cllr Yoxall:

'That the Council agree to specific in house training on the Roles & Responsibilities of Councils.

The formulation of a staffing panel was agreed at the June meeting and one of its remits is to devise a training programme for Councillors and staff.

Any variation from the standard agenda for the Roles & Responsibilities course should be determined by the panel at its forthcoming meeting. Any Councillor can submit to the panel ideas for specifics that need to be considered for possible inclusion.'

Cllr Cooper asked 'do we need to specify the costs in this motion?'

Cllr P Redpath did not agree but pointed out that there would be significant saving to hold the training session in-house as it would cost £800 plus travel expenses as opposed to in excess of £1,200 for individuals to travel to Didcot.

RESOLVED:

For: 11 Against: 1

The motion was carried.

EXCLUSION OF THE PUBLIC AND PRESS

It was then proposed by Cllr Grant and seconded by Cllr T 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).

WTC77/17 PROPERTY

Cllr Grant advised that all outstanding tenant issues are being dealt with by our professional advisers Carter Jonas.

Cllr Collingwood reported that Carter Jonas had raised an invoice for monthly meetings held with the Town Clerk and Council Member for Property between November 2015 and May 2017. He requested agreement of payment.

RESOLVED: Council agreed that the invoice should be paid.

WTC78/17 APPOINTMENT OF PROFESSIONAL BODIES

Review of the following appointments as agreed at the May Meeting

To receive a report from Cllr F Collingwood

- (a) Solicitor - for discussion - **not discussed**
 - (b) Property Agent – Carter Jonas - **ongoing**
 - (c) Insurers – Zurich - **agreed**
 - (d) Employment and H&R Advisors – Ellis Whittam - **not discussed**
-
- **IT Services - Town Clerk to seek quotes from at least three companies.**
 - **The Council agreed to retain Unity Trust Bank**
 - **Cllr Collingwood agreed to investigate other Electricity suppliers.**
 - **Cllr Cooper thanked Cllr Collingwood for his time and expertise with these matters**

WTC79/17 STAFF MATTERS

To receive a circulated paper from the Town Clerk and the Mayor.

Not discussed as referred to the Staffing Panel.

The meeting closed at 22.45hrs