

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7:30 PM ON TUESDAY 12th APRIL 2016
THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

Also in Attendance: 1 member of the public

WTC/262/15 APOLOGIES FOR ABSENCE: Cllr L Maybury and County Cllr I Hudspeth.

WTC/263/15 DECLARATIONS OF INTEREST:

Cllr E Poskitt declared a prejudicial interest in item 12(iii) because of where she lived and a general interest in item 12 (i) as a member of WODC Uplands planning sub-committee.

Cllr J Cooper declared a general interest in item 12(i) and (iii) as a member of WODC.

Both Cllrs Cooper and Poskitt expressed general interest in item 21 because of their membership of WODC.

WTC/264/15 MINUTES:

(i) The minutes of the Town Council that was held on Tuesday 8th March 2016 were approved as a true record and signed by the Mayor.

(ii) The minutes of the Extraordinary Town Council meeting that was held on Tuesday 15th March 2016 were approved subject to minute WTC/261/15 being amended whereby the following text was inserted after 'Cllr Mrs S Rasch seconded the motion' but before the resolution so that it reads:

"Cllr B Yoxall proposed, Cllr S Rasch seconded the motion that Woodstock Town Council opposes the proposed development of 280 houses on a green-field site south of Woodstock because:

1. The proposed site is a green field and its development would also jeopardise the setting of the World Heritage Site.
2. The proposals make no provision whatsoever for essential infrastructure improvements such as a new Primary School and alleviation of the acute traffic congestion in Shipton Road;
3. The overall amount of housing proposed would increase the population of Woodstock by approximately one third, exceeding the infrastructure capacity of the town which is already overstretched by the housing development at Marlborough Place (Phase 2);
4. There is insufficient provision for affordable housing, which should mean no more than what an average earner (about £500 per week) can afford.

They were then signed by the Mayor

WTC/265/15 PUBLIC PARTICIPATION SESSION: None

WTC/266/15 COUNTY AND DISTRICT COUNCILLOR UPDATES:

(i) The Council received the April report from County Cllr I Hudspeth. There was no further comment from the Council

(ii) The Council received the April report from District Cllrs J Cooper and E Poskitt. Cllr Cooper agreed to look into the placement of an advertisement about the new Marlborough Fields site which had not had planning permission from WODC. There was discussion about the stakeholder meeting to be held on the results of the WODC Parking survey. Cllr Cooper explained that it was up to WODC to decide who they felt should come to these meetings. There will be an opportunity for public consultation later.

WTC/267/15 COMMUNICATIONS: The Town Mayor laid the following before the Council:

a) The Mayor introduced Ruth Chaloner as acting Clerk for this meeting as the Town Clerk had an unavoidable commitment elsewhere.

b) The Mayor had had the pleasure of welcoming Princess Anne to Woodstock when HRH was visiting the Save the Children bookshop. The Princess spent considerable time talking with all the volunteers and spoke briefly to commend their work and to stress the importance of the work of Save the Children in the world.

c) The Mayor had attended the celebration of the opening of the Methodist Church extension.

d) In the light of a comment the Mayor had received, the Mayor recommended that when discussing the Post Office refurbishment with the public, Cllrs should make it clear that WTC did not pay for the recent refurbishment of the Post Office

e) Parking meeting on 22nd April. The Mayor said that she would inform WODC that the Cllrs wishing to attend this meeting were Cllrs Carritt, Cooper, Mrs Jay, Parnes, Rasch and Yoxall.

f) An ETC will take place immediately before the next EC meeting in order to receive the slippage report and to deal with a planning application which is too big to be addressed at the EC

WTC/268/15 LETTERS OF CONDOLENCE: This matter was deferred to a future meeting.

WTC/269/15 QUESTIONS: None

WTC/270/15 MOTIONS PRESENTED TO COUNCIL: None

WTC/271/15 ELECTIONS AND DATE OF MAY MEETING

(a) The Mayor proposed that due to the Town Council elections on May 5th, the May monthly Town Council meeting and also the Annual Town Council meeting be held a week later than usual on 17th May. This motion was seconded by Cllr T Wray and the Council

RESOLVED (unanimously) that the May monthly Town Council meeting and the Annual Town Council meeting will both now take place on Tuesday 17th May

ACTION: *The Town Clerk will update the list of meeting dates to reflect the Council's decision.*

b) Cllr Carritt who is not standing for re-election spoke briefly about his time on Council and most warmly wished WTC well in the future.

Cllr Peter Jay proposed, Cllr Mrs Jay seconded the motion and the Council

RESOLVED (10 votes in favour and one abstention) that it thank Cllr Carritt for his outstanding service to the Council over 19 years, wish him very well for the future and, commended his name for attention as possible Honorary Townsman

The Mayor then extended her personal thanks to all those Cllrs who were not standing for re-election (Cllrs Carritt, Mrs Jay, Maybury and Wray. She particularly thanked Cllr Carritt for his support over the year he had been her Deputy but thanked all those retiring for their different but very worthwhile contributions to the work of the Council.

WTC/272/15 TOWN POLL: It was noted that the Town Poll called for at the Annual Town Meeting will take place on the evening of Thursday 14th April 2016

WTC/273/15 PLANNING

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

a) Ref: 16/00271/FUL: Woodstock Lodge, Blenheim Park, Woodstock – New Opening in Wall.

Cllr B Yoxall, proposed, Cllr M Robertson seconded the motion and the Council

RESOLVED that WTC wishes to make no comment about this planning application

b) Ref: 16/00272/LBC: Woodstock Lodge, Blenheim Park, Woodstock – erection of new single storey office building and associated parking.

Cllr B Yoxall proposed that WTC make no comment about this application and Cllr M Robertson seconded this motion. Discussion followed during which it was noted that Historic England had been extensively consulted and had accepted that the location was the least intrusive location for the offices. The motion was then put

A Cllr called for a named vote the result of which was:

For: Cllrs Carritt, Robertson, Yoxall (3)

Against: Cllrs Cooper, Peter Jay, Mrs Jay, Parnes, Rasch, Stokes (6)

Abstain: Cllrs Wray, Poskitt (2)

The motion therefore fell.

Cllr J Cooper then proposed and Cllr P Jay seconded the motion that WTC object to this planning application on the grounds that it has inappropriate material; a proposal for a house in the grounds of the neighbouring property would have used similar materials but it had been refused by WODC Planning; and that this proposed building is within the World Heritage Site

An amendment to note concern about knock on effects of the development on parking was proposed by Cllr Parnes and seconded by Cllr Mrs Jay but on being put to the vote the amendment fell:

For: 3 votes

Against: 5 votes

Abstentions: 3

The main motion was then put and the Council

RESOLVED (6 votes for, 3 votes against and 2 abstentions) that WTC object to this planning application on the grounds that it has inappropriate material; a proposal for a house in the grounds of the neighbouring property would have used similar materials but it had been refused by WODC Planning; and that this proposed building is within the World Heritage Site.

c) CDC Planning application Ref 16/00161/ADV: Highway Adjacent to Shipton Road, Shipton on Cherwell – RETROSPECTIVE – 1 No non-illuminated advertisement sign.

Cllr Parnes proposed, Cllr P Jay seconded the motion and the Council

RESOLVED that WTC object on the grounds that it is unlawful signage contrary to all regulations and distracting to drivers. There is no reason to give exceptions and does not wish this notice to set a precedent. It is contrary to the character of the area.

A Cllr requested a named vote the results of which were as follows:

For: Cllrs Mrs E Jay, P Jay, S Parnes, Mrs S Rasch, Mrs E Stokes and B Yoxall (6)
Against: Cllrs E Poskitt & M Robertson (2)
Abstentions: Cllrs C Carritt and T Wray (2)
Cllr Cooper did not vote.

(ii) WTC's Property Advisor's Role in Proposal for Reduction of Affordable Housing Contribution in the Sub-Area B/F from March 2016

This item was not taken as no paper on this matter had been distributed beforehand.

(iii) Pending 'Land South East of Woodstock' Proposals

Cllr Yoxall made a statement that a formal planning application for 'The Land East of Woodstock' was expected later in the month.

The Mayor had previously declared a disclosable pecuniary interest but the statement was so brief she did not have time to leave the room.

There was no discussion

(iv) Approach by Lagan Homes

A letter from Lagan Homes was noted.

WTC/274/15 NEED NOT GREED OXON: The Council received and considered the email dated 29th March 2016 from the Need not Greed Oxon coalition (previously circulated) and the following motion that

"The Council notes the correspondence from the Need not Greed Coalition and its concerns that the Local Enterprise Partnership's original "Strategic Economic Plan" (SEP) was not consulted upon nor debated in any full local authority meeting. The Council acknowledges the current SEP 'refresh' and the implications it may have for future growth in the area, and resolves to respond to the consultation."

Cllr Peter Jay commended the Need not Greed Coalition's concerns about the SEP and proposed WTC support the Need not Greed Oxon motion acknowledging that the "SEP Refresh" will lead to more jobs, housing requirement, damage to environment, but not houses for those in need (who cannot afford them). Cllr P Jay proposed, Cllr B Yoxall seconded the motion and the Council

RESOLVED (unanimous) that WTC support the Need not Greed Oxon motion acknowledging that the “SEP Refresh” will lead to more jobs, housing requirement, damage to environment, but not houses for those in need (who cannot afford them) and that the new Council in May will be asked to respond to the consultation.

ACTION: *The Town Clerk will include this item on the May agenda.*

WTC/275/15 STANDING ORDERS AND FINANCIAL REGULATIONS: The Council received and considered the revised Standing Orders and Financial Regulations prepared by the Town Clerk. Cllr P Jay commended the Town Clerk for the time she had given, together with Cllrs P Jay and C Carritt, to the development of this document. The document formalises previously agreed actions and embodies changes that are now obligatory and also includes minor adjustments as appropriate.

Cllr P Jay proposed, Cllr C Carritt seconded the motion and the Council

RESOLVED (unanimous) that the revised Standing Orders and Financial Regulations be tabled now and brought forward to be formally confirmed by the new Council at the Annual WTC Meeting in May.

The Mayor expressed thanks on behalf of the whole Council to the Town Clerk and Cllrs P Jay and Carritt for all their work over this matter

ACTIONS:

1. *Cllr P Jay will supply Cllr Parnes with a copy of the previous S.Os that showed track changes.*
2. *Town Clerk will include the S.Os on the May Annual Council Meeting agenda so that they can be confirmed by the new Council.*

WTC/276/15 OWEN MUMFORD ENVIRONMENT MEETING: The Council received and noted with approval a report from Cllr P Jay about a meeting that he and the Mayor had recently had with representatives of the Health & Safety Exec/Environmental team at Owen Mumford following an invitation from Owen Mumford. The meeting was useful and further dialogue will continue and be reported back to the Council.

WTC/277/15 CONTRACTING OUT THE MANAGEMENT OF THE WATER MEADOWS: The Council received and considered a report and recommendation from the Deputy Mayor about contracting out the management of the Woodstock Water Meadows. Cllr Carritt proposed that contractor A be appointed and Cllr Mrs E Jay seconded this motion. Discussion followed during which it was noted that the proposal did not include tree work yet as this cannot be quantified and so the project may go a little over the budget. The motion was then put and the Council

RESOLVED (10 votes for, and 1 abstention) that contractor A is appointed to manage the Water Meadows in accordance with the specification for this work.

ACTIONS: *Cllrs Carritt and Mrs E Jay and the Town Clerk will hold discussions with contractor A and clarify the following outstanding issues before the contract is signed:*

1. *Confirmation of the contractors insurance.*
2. *Clarification about the proposals and prices for the treatment of Japanese knotweed.*
3. *Clarification about the prices for the flailing of the meadows.*

The Mayor thanked the Cllrs involved and the Town Clerk for their work on the development and evaluation of this contract.

WTC/278/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MARCH 2016

The Council received and considered the report of the Responsible Financial Officer.

(i) To receive the list of payments for March 2016 (enclosed)

Cllr J Cooper proposed, the Mayor seconded the motion and the Council **RESOLVED** (unanimous) that the list of payments totalling £28,373.07 made in the month of March 2016 is received and approved.

(ii) Bank Reconciliation Statement for March 2016 (enclosed)

The Council received and noted the bank reconciliation statement.

(iii) Summary & Detailed Income & Expenditure Statements for March 2016

The Council received and noted the summary and detailed statements.

WTC/279/15 MAYOR'S COMMITTEE: The Council received and noted the draft minutes of the Mayor's Committee that was held on Tuesday 22nd March 2016

WTC/280/15 PAINT SPILLAGE ON HIGH STREET PAVEMENT: The Council received and considered an email and quotation obtained by a resident and email correspondence with WODC and County Cllr I Hudspeth. The Mayor said that the Town Clerk's Assistant had spent a lot of time trying to find someone who would remove the paint on the High Street pavement safely and effectively. Cllr Yoxall had also researched possible solutions. A local resident had also approached a contractor working elsewhere in the town who gave an estimate of £175 for removing the paint

Cllr Yoxall proposed that WTC approve the quotation. The Mayor said that she would second the motion if it could be amended to say that it was on condition that the Town Clerk was satisfied with the firm's insurance, risk assessment and method statement. This amendment adding to the motion was accepted by the proposer.

RESOLVED (7 votes for, none, against and 4 Cllrs not voting) that WTC approve the quotation provided the Town Clerk is satisfied with the firm's insurance, risk assessment and method statement

ACTION: *The Company will be contacted and asked to supply the information listed above.*

WTC/281/15 POLICE STATION SITE: The Council received and noted a report from Cllr B Yoxall. Cllr B Yoxall proposed that a meeting is convened to try to make progress in providing answers to residents. Cllr Mrs Stokes seconded this motion and discussion followed during which Cllrs Yoxall and Stokes agreed to withdraw their motion in favour of a revised motion from Cllr Carritt.

Cllr C Carritt proposed, Cllr E Stokes seconded the motion and the Council

RESOLVED (9 votes for and 2 abstentions) that the Mayor write to the parties concerned and WTC decides on the next steps if satisfactory responses are not received.

Cllr P Jay suggested that the persons concerned should include our MP but that a discussion between the Mayor and the relevant member of the local surgery about

the Council's intentions should take place before any letters are sent. The Mayor agreed to do this.

WTC/282/15 EXCLUSION OF THE PUBLIC AND PRESS: The Mayor proposed, Cllr J 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/283/15 EXTENSION OF THE WODC PLAY AREA AND LITTER PICKING CONTRACT: The Council received and considered a report and recommendation from the Town Clerk about extending the WODC play area and litter picking contract. Cllrs Cooper and Poskitt both declared a general interest as Members of WODC.

The Mayor reported on behalf of the Town Clerk that WODC staff do splendid work as environmental wardens with greatly improved playground management in particular. The staff are ROSPA trained and report problems immediately. Cllr P Jay proposed, Cllr M Robertson and the Council

RESOLVED (unanimous) that WTC engages WODC to continue undertaking the agreed duties for grounds maintenance work and associated play inspections for a further three years allowing for an RPI increase each year.

ACTION: *The Town Clerk will notify WODC of the contract extension.*

WTC/284/15 NEW ROAD PLAY AREA

(i) Play Area Fence

The Council received and considered a report and recommendation from the Town Clerk. Cllr P Jay noted the advisors recommendation to have no fence at all. Discussion followed during which it was noted that the play area is next to a car park, young children use it, a fence keeps dogs out and also keeps children and cars separate, it would look smarter, old fence now very shabby and part of it was destroyed by the car. It was noted that the insurance claim will pay for part of the cost of this fence.

The Mayor proposed, Cllr J Cooper seconded and the Council

RESOLVED (8 votes for, 1 vote against and 2 abstentions) that

1. WTC install the more expensive bow fencing to replace the missing fence between the tennis courts and double yellow gate option as it is more attractive and more robust and so should stand (all things being equal) for many years;
2. WTC allocate money from the environment budget in 2016/17 (at budget review if necessary) to replace the stretch of wooden fencing between the double yellow and single yellow gates with the same type of fence in 2016/17;
3. WTC finished replacing the final stretch of wooden fence between the single yellow pedestrian gate and the eastern residential boundary with bow fencing in 2017/18 if funds are not available before then;
4. Then approve the budget after 1 month as it is unbudgeted spend.

ACTION: *The Town Clerk will confirm how long the paint used on the bow fencing paint should last.*

(ii) Update from the Mayor

The Mayor noted that she would like to try to resolve this matter and move forward as soon as possible. There had been a meeting with the complainants in the middle of March and she was currently awaiting some advice from Henmans Freeth before taking any further action.

WTC/285/15 **PROPERTY MATTERS:** The Council received and considered the property report from Cllr M Robertson, the Council Member for Property. The following matters were noted:

(i) 8 Park Street

The current tenants are leaving. Some minor repairs are required so there will be some costs but these should not be substantial.

RESOLVED that the Carter Jonas recommended rent is approved.

(ii) Rent Arrears

24 Market Place. A former tenant who owed rent is thought to have emigrated. The CMfP proposed, Cllr Mrs E Jay seconded the motion and the Council

RESOLVED (9 votes for and 1 abstention) that the arrears be written off noting that the debt is at least 5 years old.

CJ will continue to pursue any other rent arrears.

(iii) A potential new letting at the Community Centre

A potential long term let from a new group was discussed. This business expects to use the Community Centre for 3 hrs every week throughout the year. It was noted that the Council already has a business rate but that the Community Centre is not attracting business bookings at present.

The CMfP proposed, Cllr B Yoxall seconded the motion and the Council

RESOLVED (6 votes for, 3 votes against and 2 abstentions that the group be offered a reduced business rate of £20ph, for a minimum 12 week period.

ACTION: *the Council Member for Property agreed to undertake a review of the costs and charges for the hire of Council property*

(iv) “Capability Brown” picture

Cllr M Robertson proposed, the Mayor seconded the motion and the Council

RESOLVED (6 votes for, 2 votes against, 1 abstention and 1 Cllr not voting) that the money be put aside for installation of disabled toilet and that WTC seek match funding.

ACTION: *the income from the CB picture will be into a Capital reserve.*

The meeting closed at 22:06

Signed.....Date.....