

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 12<sup>th</sup> JULY 2016  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr E Poskitt (Mayor)	Cllr F Collingwood (Deputy Mayor)
Cllr J Cooper	Cllr Mrs A Grant
Cllr P Jay	Cllr S Parnes
Cllr Mrs S Rasch (from Item 9(ii))	Cllr P Redpath
Cllr Mrs T Redpath	Cllr M Robertson
Cllr Mrs E Stokes	Cllr B Yoxall

**ALSO IN ATTENDANCE:** County Cllr I Hudspeth and 10 members of the public.

**WTC/76/16 APOLOGIES FOR ABSENCE:** None. Cllr S Rasch had previously advised that she may arrive late due to a work commitment.

**WTC/77/16 DECLARATIONS OF INTEREST:**

Cllr E Poskitt declared a pecuniary interest in agenda item 9 Planning (ii) Considerations re 'Land East of Woodstock' arising from successful appeal to the Planning Inspector, by Pye/Blenheim, regarding the major development in Long Hanborough, and (iii) Non-publication, by WODC, of residents yellow cards containing planning objections, because she lives at Hedge End and overlooks the Woodstock South East site. She left the meeting whilst these items were discussed.

The following Cllrs declared general interests:

Cllr E Poskitt: agenda item 9 (i) Planning Applications as a Member of the WODC Uplands Planning Sub-Committee.

Cllr F Collingwood: agenda item 9 (i) Planning Applications (c) Ref: 16/02055/FUL as he owns a house close to 3 Westland Way, and agenda item 21 New Road Play Area as it includes references to former clients of the firm which he works for.

Cllr J Cooper: agenda item 9 Planning as a Member of WODC.

**WTC/78/16 MINUTES:** The Council

**RESOLVED** that the minutes of the Town Council Meeting that took place on Tuesday 14<sup>th</sup> June 2016 were approved subject to the following amendments:

- a) WTC/43/16 Public Participation (iii): the second to last word at the end of the third from last sentence was changed to read "these".
- b) WTC/44/16 Communications (1): the spelling of Cllr Mrs A Grant's name was corrected.
- c) WTC/48/16: Planning Applications (i) 9 (c): the word 'that' at the end of the third line of the resolution was deleted.
- d) WTC/48/16: (iii) Blenheim Palace WHS Management Plan Review: The second sentence was amended to read "Cllr B Yoxall proposed that WTC send the response that he had drafted criticising weaknesses in the plan and circulated to Cllrs before the meeting".
- e) WTC/54/16: Hardcopy Distribution and Delivery of Council Papers: the top line of page 16 was amended to read "The Mayor proposed, Cllr M Robertson seconded the motion and the Council".
- f) WTC/57/16: 1890 Report Concerning Charities in Oxfordshire – Book in the Library: the word 'who' was deleted from the final sentence before the resolution.

- g) WTC/65/16: Exclusion of the Public and Press (i) 24 Market Place continued: the word 'tenant' was deleted from the resolution and replaced by the word 'applicant'.
- h) WTC/66/16: New Road Play Area, (ii) Oral Update from the Mayor about the meeting with the Woodstock Town Football Club: the following words were added to the end of the minute "that those present were unanimous in their wish not to relocate the MUGA."

The Mayor then signed the minutes. The Council

**RESOLVED** that the minutes of the Extraordinary Town Council Meeting that took place on Tuesday 28<sup>th</sup> June 2016 were approved.

The Mayor then signed the minutes.

**WTC/79/16 PUBLIC PARTICIPATION:** The Mayor asked for, and the Council gave its permission for, Mr C Harris to address the Council although he is not a Woodstock resident nor an elector.

Mr Harris addressed the Council about the poor acoustics in the Mayor's Parlour. He noted that the problem was made worse by Cllrs having their backs to the audience and asked that Cllrs find an alternative way of sitting to try and improve this. Mr Harris also urged the Council to listen to and act upon Cllr Yoxall's proposal at agenda item 14.

**WTC/80/16 COUNTY AND DISTRICT COUNCILLOR UPDATES**

(i) Report from the County Councillor: The July report from Cllr I Hudspeth was noted. Cllr Hudspeth responded to queries about the proposal for a unitary Council noting that:

- a) there had been a lot of changes over the past two weeks
- b) the consultant's report was behind schedule and delayed from end of June although an interim report should be issued later in the week
- c) the final report would come out on 29<sup>th</sup> July 2016 and present options
- d) the viability numbers mentioned at the recent OCC workshop in Witney were government guidelines - the Secretary of State will make any final decisions that may be required.

Cllr I Hudspeth addressed concerns about overgrown verges and confirmed that these are in the process of being cut. Priority is being given to vision splays and safety areas first.

Concerns were raised that OCC appeared to be taking little account of the views of the parishes, towns and residents with regard to its proposals to devolve services. Cllr I Hudspeth said that the OCC proposal was that there would be one authority that would have a strategic overview and look at all of the larger decisions. Different local solutions would then be needed for Oxford City and the towns and parishes. These would give them scope to take on local activities if they so wished but nothing would be imposed upon them. Cllr I Hudspeth noted that a growing business economy is needed to create jobs. He confirmed that the 110k homes and 80k jobs that he quoted were Oxfordshire specific and arose from the SHMAA figures that the District Councils and Oxford City Council had commissioned and signed up to.

(ii) Report from the District Councillors: The Council noted the July report from District Cllrs J Cooper and E Poskitt. In response to a query about wheelie bins it was confirmed that their introduction was likely to go ahead but that people were entitled to ask for something different if they preferred. It was noted that the

consultation exercise on this topic had been largely electronic. Concerns were raised about the status of the 'yellow card' objections list on the WODC web site. It was considered important that this be a rolling list that was regularly updated. It was the understanding of District Cllr Cooper that all comments submitted about Woodstock East before the meeting would be reported to the planning committee and that the quality of the submissions was of prime importance. It was noted that Cherwell District Council treat such submissions separately whereas WODC are treating the yellow cards as a petition. It was noted that residents find it very difficult to understand the various SHMAA's, SHLAA's etc.

**WTC/81/16** **COMMUNICATIONS:** The Mayor reported that:

1. Cllr I Hudspeth had suggested 27<sup>th</sup> July as the date for a unitary discussion. This meeting will primarily be for Cllrs. It was noted that Cllr Courts' wife had recently given birth to a baby boy. WTC congratulated him on becoming a father. Cllr Courts would send a representative if he were unable to attend the meeting.
2. The Wychwood Project is holding a Family Open Day at the Water Meadows on Thursday 11<sup>th</sup> August.
3. The Mayor had attended the High Sheriff's Reception, a concert by the Oxford Youth Orchestra at Dorchester Abbey and the Garth Park café official opening ceremony in Bicester. She had also attended the official opening of the 'new floor' at the Guide Hut with Cllr Mrs E Stokes.
4. She was planning an event at the Town Hall for the weekend of 8<sup>th</sup>/9<sup>th</sup> October when Woodstock groups and societies could have stands to display their activities so as to inform residents, both new and old, of the various activities that go on in Woodstock. The Mayor invited other Cllrs to offer to help organise this event.

The Mayor noted that the agenda for this meeting was long. She asked for, and was given, the Councils permission to bring forward the confidential items at 9.45pm and, if necessary, defer any remaining items until the next meeting.

**WTC/82/16** **QUESTIONS:** The following questions were received from Cllr S Parnes under Standing Order No 8:

1. Please would the Mayor disclose issues arising from the workshop for District Councillors held 8<sup>th</sup> July on the "emerging" Local Plan (to which all members of the District Council were invited); and, in particular please would the Mayor disclose of relevance to Woodstock, the SHLAA/SHELAA and potential allocation of the 'Land East of Woodstock' as a development site in proposed revisions to the Local Plan?

The Mayor answered no to this question. The meeting had been confidential.

2. In relation to the revised Wake Up to Woodstock town guide and map distributed to households in June, please would the Mayor confirm: (a) whether WTC had sight of the contents, and whether/when it was agreed that the "Working in partnership with Woodstock Town Council" slogan under the WTC Coat of Arms would be included?; and (b) Does the Mayor agree that such an official-looking guide or map, which is not specific to any particular event, should not exclude numerous retail and other businesses if appearing to be produced in cooperation with the Town Council?

The Mayor was unsure why this issue had been raised now as the coat of arms was also on the previous map. She noted that the map is paid for by Wake Up to Woodstock and it was up to them what businesses were shown in the publication.

**WTC/83/16** **MOTIONS PRESENTED TO COUNCIL:** The Town Mayor proposed, Cllr J Cooper seconded the motion and the Council

**RESOLVED** (5 votes for and 6 abstentions)

- To express enthusiasm and support for the cosmopolitan nature of our community
- To recognise anew the significant contribution 'foreign nationals' make to both the professional and social life of our community
- To make clear Council welcomes the continuing presence of foreign nationals in this community
- To show total abhorrence for xenophobia, racism and all forms of hate crime
- To ensure that all local activities have the support they need to prevent and fight racism and xenophobia.

Cllr B Yoxall proposed, Cllr P Jay seconded the motion and the Council

**RESOLVED** (4 votes for and 7 abstentions) that in the light of the Brexit vote and the aftermath of the national referendum, the Town Council resolves to use its influence with the Woodstock community to welcome and encourage the contribution of immigrants, European and otherwise, to the diversity and wellbeing of life in the town.

**WTC/84/16** **PLANNING**

(i) Planning Applications.

The Mayor and Cllr J Cooper declared general interests as District Cllrs involved in Planning. The following planning applications were received and considered:

a) Ref: 16/01832/LBC & 16/02244/HHD – Chaucers House, 28 Park Street, Woodstock: Part demolition of, and alterations to existing boundary walling to enlarge garden land for Chaucer's Cottage. Construction of new boundary wall to Chaucer's House.

**RESOLVED** that the Council wishes to make no comment about these planning applications.

b) Ref: 16/02051/HHD – 7 New Road, Woodstock: Construction of replacement detached garage with home office over.

**RESOLVED** that the Council wishes to make no comment about this planning application.

c) Ref: 16/02055/FUL – 3 Westland Way, Woodstock: Erection of dwelling and creation of new access with two parking spaces for existing dwelling. The Deputy Mayor declared a general interest.

**RESOLVED** that Woodstock Town Council objects to this planning applications on the grounds of over-development of the estate and because there is inadequate parking for these particular dwellings (policy B3).

d) Ref: 16/02207/FUL & 16/02208/LBC – 16-18 Oxford Street, Woodstock: External and internal alterations to create three separate ground floor retail units. Conversion of part of ground floor and first floor of showroom 16 and existing rear retail store building with garage to create two flats (16B and 16C).

**RESOLVED** that Woodstock Town Council supports this planning application.

**ACTION:** *The Town Mayor will write to Mr Baylis and thank him for his services to the Town.*

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

The Mayor had previously declared a pecuniary interest in the following two agenda items and left the meeting whilst they were discussed. The Deputy Mayor took over the chair.

(ii) Considerations re 'Land East of Woodstock' arising from successful appeal to the Planning Inspector, by Pye/Blenheim, re major development in Long Hanborough: A report was received and considered. Cllr S Parnes proposed, The Deputy Mayor seconded the motion and the Council

**RESOLVED** (9 votes for and 1 abstention) that Woodstock Town Council instructs it's retained planning adviser, Mr Huw Mellor of Kemp & Kemp, to consider the Planning Inspector's Appeal Decision dated 04 July 2016 which allowed major development by Pye Homes and the Blenheim Estate in Long Hanborough, and to advise the Town Council as to whether any modifications or subsequent submissions are recommended in relation to the Town Council's objection to the same Applicant's proposals for major development on "Land East of Woodstock" (16/01364/OUT).

Without seeking to distract the advisor's attention from anything he considers relevant, the Town Council shall draw the planning adviser's attention to the Inspector's comments regarding lack of independent viability assessment commissioned by the District Council, and the question of how recent approvals of major development in nearby Long Hanborough might impact the applicants' portrayals of housing need in the Woodstock-Eynsham Sub Area of which Long Hanborough and Woodstock are a part.

**ACTION:** *The Town Clerk will instruct Mr Huw Mellor.*

(iii) Non-publication, by WODC, of residents yellow cards containing planning objections: A report was received and considered. Cllr S Parnes proposed the following motion that that Woodstock Town Council (WTC) noting that more than 500 members of the public submitted yellow cards expressing grounds of objection proposals for major development on "Land East of Woodstock" (Application 16/01364/OUT), and valuing transparency in the planning process as well as the participation and active responsiveness of Members of the Public responding to Application 16/01364/OUT,

1. Appreciates the Planning Authority's reconsideration of its decision not to publish yellow cards, and their subsequent rectification by way of publishing a rolling list of persons who made those submissions; but
2. Requests the Planning Authority publish an updated rolling list at least weekly until the Application is determined;
3. Calls upon the Planning Authority to remove references to "petition" in relation to the yellow cards (as by definition those are not a petition); and

Resolves:

- (a) To write to inform the Planning Officer and the Strategic Director of the above;

(b) That Woodstock Town Council shall as a corporate body shall sign and submit a yellow card in order that the Council's support for the contents, as also supported by more than 500 residents, can be confirmed and put on record regardless of any other submission by Woodstock Town Council (WTC); and

(c) Invites individual Members who have not yet submitted a Yellow Card to do so at the earliest opportunity.

Cllr P Redpath seconded the motion but proposed an amendment whereby the words "so far" be submitted after the words "Noting more than 500 members of the public". Cllr S Parnes agreed to the amendment and discussion followed.

The elements of the motion were then voted upon separately. Cllr S Parnes asked that the results be recorded as named votes the results of which were as follows:

a) **RESOLVED** that WTC write to inform the Planning Officer and the Strategic Director of points (i) – (iii) above.

For: Cllrs F Collingwood, Mrs A Grant, P Jay, S Parnes, Mrs S Rasch, P Redpath, Mrs T Redpath, Mrs E Stokes and B Yoxall (9)

Against: Cllr J Cooper (1)

Abstained: Cllr M Robertson (1)

b) **RESOLVED** that That Woodstock Town Council shall as a corporate body shall sign and submit a yellow card in order that the Council's support for the contents, as also supported by more than 500 residents, can be confirmed and put on record regardless of any other submission by Woodstock Town Council (WTC).

For: Cllrs F Collingwood, Mrs A Grant, P Jay, S Parnes, Mrs S Rasch, P Redpath, Mrs T Redpath, Mrs E Stokes and B Yoxall (9)

Against: Cllrs J Cooper and M Robertson (2)

c) **RESOLVED** that WTC invites individual Members who have not yet submitted a Yellow Card to do so at the earliest opportunity.

For: Cllrs F Collingwood, Mrs A Grant, P Jay, S Parnes, Mrs S Rasch, P Redpath, Mrs T Redpath, Mrs E Stokes and B Yoxall (9)

Against: Cllrs J Cooper and M Robertson (2)

**ACTION:** *The Town Clerk will submit the letter and yellow card to the Strategic Director and Case Officer at WODC.*

The Mayor re-joined the meeting at this point.

**WTC/85/16 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2016**

The Council received and considered the following matters:

(i) List of payments for June 2016: Cllr F Collingwood proposed, Cllr J Cooper seconded the motion and the Council

**RESOLVED** that the list of payments totalling £28,344.54 made in the month of June 2016 is approved.

(ii) Bank Reconciliation Statement for June 2016: Noted.

(iii) Summary and Detailed Income & Expenditure Statement for June 2016: The Council Member for Finance commented on the figures for Corporate Property. It looks as if the income may be down but this may be due to the 'quarters'. He suggested that the Council look at this again next month after he has reviewed the figures with the Council Member for Property.

(iv) Internal Controls: It was noted that internal controls for 'Bank Reconciliation' and 'Income Control', had been undertaken and been satisfactory.

**WTC/86/16** **ENFORCEMENT OF DESIGNATED PARKING BAYS FOR MOTOR CYCLES:** A report was received and considered following a resident's suggestion that allocated parking spaces for motor bikes be introduced in the Town. This arose from concerns that the current way in which motor bikes were parked was an inefficient use of the available parking spaces.

**ACTIONS:**

1. *This matter will be referred to the Traffic Advisory Committee.*
2. *The Town Clerk will write to OCC/WODC and ask them to explore this proposal.*

**WTC/87/16** **OBJECTIVES OF THE NEW COUNCIL:** Suggestions from a Cllr about possible items for inclusion as priority for the new Council were noted with thanks. The other Cllrs were also asked to formulate their ideas before this matter is discussed at a meeting in September.

**WTC/88/16** **ENVIRONMENT COMMITTEE:** It was noted that Cllr S Parnes had been elected Chairman of the Environment Committee. The minutes from the Environment Committee that was held on 28<sup>th</sup> June 2016 were received and noted.

**WTC/89/16** **ACOUSTICS IN THE MAYOR'S PARLOUR:** The Council received and considered a report about the poor acoustics in the Mayor's Parlour. It was noted that three quotes had previously been sought and two obtained for solutions that might address this problem. Cllr Yoxall pointed out that he had recommended a company from Chipping Norton to WTC with equipment that might have resolved the problem three years ago. Possible low cost solutions suggested by a member of the public were noted at the meeting.

**ACTIONS:**

1. *The CMfF will confirm whether there is currently a budget provision for acoustic equipment in the Mayors Parlour or whether it will need to be brought forward to the budget review meeting or proposed for inclusion in next year's budget.*
2. *The CMfP and the Town Clerk will review the new solutions that have been suggested.*

**WTC/90/16** **PROPERTY REPORT:** The property report was received and noted. The Council

**RESOLVED** (unanimous) that the new lease for 24 Market Place can be signed, sealed and returned to Freeths for completion.

**WTC/91/16** **NEIGHBOURING PARISH COUNCILS: OUTREACH AND CO-OPERATION:** Cllr S Parnes proposed and Cllr P Redpath seconded the motion that Woodstock Town Council resolves to establish the Woodstock initiative of Parish and Town Council Outreach whereby all WTC Members are invited to volunteer their time on one occasion within the remainder of the municipal year, to visit a nearby parish/town council meeting and coordinate to speak in the public participation segment to introduce local issues and offerings of Woodstock, invite reciprocal feedback, visits

and contacts via the Town Hall, observe proceedings and report back to the Town Council on the experience and any issues of interest. Members would as normally be eligible for reimbursement of relevant reasonable travel expenses. At the end of the municipal year the outcome is to be evaluated, for consideration of the results and experiences, as well as whether the Initiative should be extended or modified. Discussion followed.

The Deputy Mayor proposed and the Mayor seconded a motion that this be deferred under S.O 5 (xii) until the priorities for the new council were known and the proposer and seconder of the original motion agreed to do so.

**ACTION:** *The Town Clerk will bring this item forward to a Council meeting that takes place after the objectives of the new Council have been agreed.*

**WTC/92/16 WAKE UP TO WOODSTOCK TOWN GUIDE AND MAP:** The Council received and considered a report from Cllr Parnes about the Wake up to Woodstock (WUTW) Town Guide and Map. Cllr P Jay proposed and the Mayor seconded a motion that what Wake up to Woodstock does is none of the Town Council's business. Following discussion Cllr P Jay proposed a second clause that invites the Clerk to remind WUTW that we have no collaboration agreement in regard to this publication under the terms of our memorandum of understanding. The seconder accepted this additional clause and it was

**RESOLVED** (10 votes for and 2 votes against) that

1. what Wake up to Woodstock publishes is none of the Town Council's business, and
2. asks the Clerk to remind WUTW that there is no collaboration agreement in accordance with the memorandum of understanding in regard to this publication.

**ACTION:** *The Town Clerk will write to the Chairman of WUTW about the use of the logo.*

**WTC/93/16 UNSIGHTLY AND DEFECTIVE ROOF SLATES AT BENS CLOSE:** The Council received and considered a report from Cllr Parnes that detailed the lack of action that has taken place since WTC raised concerns about the poor state and appearance of some of the roof slates at Bens Close with WODC Sovereign Housing and Blenheim Estate. Cllr S Parnes proposed, Cllr B Yoxall seconded the motion and the Council

**RESOLVED** (7 votes for and 4 votes against - 1 Cllr did not vote) that the Council will

1. Notify Blenheim Estate Contractors Ltd and Sovereign Housing of the Town Council's disappointment that since the matters were considered in January so much time has passed without commencement of works or formal updates to the Town Council; and that the Town Council requests to be updated as to the details of the intended extent, nature and timing of the works; and
2. Request that a District Council's Environment Health Officer attend the Development as a matter of urgency to inspect, and consider enforcement actions and/or requests for LABC, NHBC or other independent inspection.

**ACTION:** *The Town Clerk will action the letters.*

**WTC/94/16 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/95/16** **PROPERTY REPORT CONTINUED**

(i) 24 Market Place cont'd:

**RESOLVED** (unanimous) that the Freeths fees for the lease of 24 Market Place are approved.

(ii) 8 Park Street

**RESOLVED** (unanimous) that

1. two further quotes are obtained by Carter Jonas for carpets in the living room and bedroom that are of a similar quality to the existing ones
2. Woodstock Town Council approves a maximum budget of £600 plus VAT for the two carpets.

**WTC/96/16** **POLICE STATION REPORT:** The Council received an update from the Mayor about activities that had taken place since the June Town Council meeting.

The Mayor asked for and received the Council permission to take Agenda Item 21 next

**WTC/97/16** **NEW ROAD PLAY AREA:** The Mayor informed the Council of the response that she had received that day from Old Woodstock Football Club in relation to the re-siting of the MUGA. Discussion followed.

Privileged and confidential legal advice that had been received from the Council's solicitors that day was also circulated to all Cllrs. Cllr P Jay proposed that Woodstock Town Council resolves to act in accordance with the legal advice received from Freeths as set out on page 3 in the letter of 12<sup>th</sup> July 2016 and the Mayor seconded this motion.

Due to the late time the Mayor proposed that the Meeting be extended until 10.45pm but this fell on a vote.

A lengthy discussion followed. Mrs Stokes left the meeting at this point as she had previously indicated that she could not stay beyond 10.30pm. Cllr B Yoxall also left the meeting at this point.

Further discussion about this motion and remainder of this agenda item was deferred until an Extraordinary Town Council meeting which will be called by the Mayor.

**WTC/98/16** **COUNCILLOR AND STAFF TRAINING:** This item was deferred until the next routine Council meeting.

The meeting closed at 10.35pm

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

