

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
HELD AT 7.30PM ON TUESDAY 10<sup>th</sup> JANUARY 2017  
IN THE TOWN HALL, WOODSTOCK**

**PRESENT:**

**Cllr. E Poskitt (Mayor)**

**Cllr. F Collingwood (Deputy Mayor)**

**Cllr. J Cooper**

**Cllr. A Grant**

**Cllr. P Jay**

**Cllr. S Parnes**

**ALSO IN ATTENDANCE:** County Cllr. Ian Hudspeth and 4 members of the public.

**WTC/247/16 APOLOGIES FOR ABSENCE:**

**Cllr. S Rasch**

**Cllr. P Redpath**

**Cllr. T Redpath**

**Cllr. M Robertson**

**Cllr. E Stokes**

**Cllr. B Yoxall**

**WTC/248/16 DECLARATIONS OF INTEREST:** Cllr. E Poskitt: WODC Cllr. Item 9. Planning. General interest because she is a member of WODC Uplands planning Committee.

Cllr. J Cooper: WODC Cllr. Item 9. Planning. General interest because he is a member of WODC.

Cllr. Parnes: Item 21. Data Protection Information. Victim of a data protection breach for which the Council may bear some responsibility. .

**WTC/249/16 COUNCILLOR'S REQUEST FOR DISPENSATION:**

It was resolved *nem con* to grant Cllr. Parnes a dispensation to participate in any discussion on the breach of the Data Protection Act in order to assist in providing any clarification that may assist the investigation, the response and future prevention.

**WTC/250/16 APPROVAL OF MINUTES OF THE MEETING ON 13 DECEMBER 2016:**

The following amendments were agreed:

- In the declarations of interest the subject to be inserted as well as the agenda item number.
- It is the wife of Cllr. Parnes not Cllr. Parnes who is on the Committee of the Woodstock Youth Club and she is also an employee of The Citizens' Advice Bureau.
- The Apostrophe in the heading of WTC/225/16 should be after the "s" and not before it
- In WTC/225/16 it was Cllr. Cooper who had seen a copy of the letter and agreed to send a copy to Cllr. Parnes.
- Bids for capital funding to provide WIFI are for only public buildings and not towns.
- The reference to the minute on Communications should be numbered WTC/226/16.
- Cllr. Parnes had put the question answered in WTC/227/16.

- In WTC/241/16 the copy of the letter was to be sent to the surgery and not Superintendent Lowe.

- Cllr Parnes proposed and Cllr Grant seconded a motion that Minute WTC/244/16 Staff matters should be amended.

For Cllrs Parnes and Grant. Against Cllrs Collingwood, Cooper, Jay and Poskitt. The motion was lost and the minute stood as recorded.

- The motion in WTC/246/16 should have read:

**Cllr. T Redpath proposed and Cllr. Cooper seconded a motion that as Woodstock Town Council will be recruiting a new clerk in forthcoming months that the Council employs an independent HR consultant to assist in the recruitment process and Woodstock Town Council appoint an HR consultant retained by OALC.**

## **WTC/251/16 PUBLIC PARTICIPATION SESSION**

Nicola Lacey, the Chair of the Governors of Woodstock Primary School, addressed the Council pointing out that the school was now considered “Outstanding” compared to “Satisfactory” when the present head was appointed and requested that where consultation is available on planning matters that educational issues are considered proactively rather than reactively and that there is more clarity on the whole of planning policy rather than applications being considered piecemeal. The school was working with WUFA to provide wrap around need. The Mayor responded that the Town Council was pleased to hear from the Primary School but its influence on planning policy was limited. The Council will work with the Primary School and appreciates Ms Lacey’s attendance. The speaker asked if she could agree that the confusion arose and directly emanated from statements made by the developer and OCC in which the wording gave the impression that this had involved the School in their consultations.

The Mayor thanks Ms Lacey for coming to speak and expressed Council’s appreciation.

Former Cllr. Colin Carritt addressed the meeting on the subject of the Water Meadows. He pointed out that any work on the weir or banks required consent from Thames Water which has responsibility for flood prevention. In the past Five Rivers had done very good work in the Water Meadows with environmentally friendly results. He emphasised that the Water Meadows contract covered complex issues and supported a contract with professionals who had skills and experience to offer rather than resorting to voluntary efforts. He recommended that the Council consider what could be done by volunteers and what should be done professionally. The recent public event in the Water Meadows had been a Great success. The new Management Plan was now in action and provided access to grants for a town wide tree survey not limited to the Water Meadows.

## **WTC/252/16 COUNTY AND DISTRICT COUNCILLORS’ UPDATES:**

### **a) County Councillor’s Report**

Cllr. Hudpeth’s report had been circulated. He stated that there was no outcome yet on the issue of buses turning in the town centre and an increased number turning in Vermont Drive. The issue was ongoing and he was in touch with the managing directors of the Oxford Bus Company and Stagecoach who he hoped would attend the next Traffic Advisory Committee. Cllr Hudspeth requested ideas for solving the problem of buses turning in Woodstock— however impractical.

It was suggested that Stagecoach might give consideration to providing a link between Woodstock and the hospitals via Kidlington, Oxford Parkway and Summertown rather than a second service to central Oxford.

Cllr Cooper asked Cllr Hudspeth if he knew the new funding allocation for Woodstock Primary School as he had been informed it was one of the top losers in funding under the National Fairer Funding consultation. Cllr Hudspeth did not have the exact details and agreed to forward them. Cllr Hudspeth acknowledged that buses are likely to operate with low occupancy as a loss leader to facilitate the convenience of increased frequency.

**b) District Councillors' Report**

The circulated report was noted.

Cllr. Parnes requested that information about forthcoming discussions at WODC's Scrutiny Committee should be circulated earlier.

**WTC253/16 COMMUNICATIONS**

The Mayor expressed her thanks to Cllr. Yoxall for his successful efforts in collecting donations towards the cost of the Christmas lights. The other Councillors concurred.

The reception for Howard and Gill Morrison on their retirement as editors of Woodstock and Bladon News was a great success with over 40 people attending.

On 9 January Park Street will be closed between the Church and the Palace Gate for a funeral.

The Annual Town Meeting will be held at 7.30pm on Tuesday 21 March in the Community Centre.

**WTC/254/16 QUESTIONS: None**

**WTC/255/16 MOTIONS PRESENTED TO COUNCIL:**

Cllr. Parnes proposed and Cllr. Grant seconded a motion that:

*NOTING the recently published Report (available online) on the comprehensive inspection of "Woodstock Surgery" by the Care Quality Commission (CQC) "to check whether the provider is meeting the legal requirements and regulations associated with the Health and Social Care Act 2008, to look at the overall quality of the service, and to provide a rating for the service under the Care Act 2014;*

*AND NOTING the Chief Inspector of General Practice indicates among key findings in his Overall Summary Letter:*

- *The practice was equipped to treat patients and meet their needs.*
- *The practice has a clear vision which had quality and safety as its top priority. The strategy to deliver its vision was regularly reviewed and discussed with staff*
- *The practice had strong and visible clinical and managerial leadership and governance arrangement*

*The Town Council congratulates and commends Dr Turner and Partners (Woodstock Surgery) on the Care Quality Commission (CQC) Inspection outcome as per the published CQC Report dated 12/10/2016 which indicates consistent summary findings of "Good" (Green) in all areas as well as overall practice rating of "Good"; AND, WTC instructs the Acting Town Clerk to communicate this resolution to the Surgery's Practice Manager.*

**RESOLVED (*nem con*)that**

**NOTING the recently published Report (available online) on the comprehensive inspection of "Woodstock Surgery" by the Care Quality Commission (CQC) "to check whether the provider is meeting the legal requirements and regulations associated with the Health and Social Care Act 2008, to look at the overall quality of the service, and to provide a rating for the service under the Care Act 2014;**

**AND NOTING** the Chief Inspector of General Practice indicates among key findings in his Overall Summary Letter:

- The practice was equipped to treat patients and meet their needs.
- The practice has a clear vision which had quality and safety as its top priority. The strategy to deliver its vision was regularly reviewed and discussed with staff
- The practice had strong and visible clinical and managerial leadership and governance arrangement

The Town Council congratulates and commends Dr Turner and Partners (Woodstock Surgery) on the Care Quality Commission (CQC) Inspection outcome as per the published CQC Report dated 12/10/2016 which indicates consistent summary findings of “Good” (Green) in all areas as well as overall practice rating of “Good”; AND, WTC instructs the Acting Town Clerk to communicate this resolution to the Surgery’s Practice Manager.

#### **WTC/256/16 PLANNING**

(a) Ref: 16/03970/LBC – Woodstock Arms, 6-8 Market Street Woodstock: Internal and external alterations to include construction of external fire escape.

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

(b) Ref: 16/03969/FUL – Woodstock Arms, 6-8 Market Street Woodstock: Alterations and construction of two external fire escapes

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

(c) Ref: 16/04153/FUL – 80 Manor Road Old Woodstock: Demolish existing outbuilding and single storey extension. Conversion and alterations of existing structure to create a pair of semi-detached houses with single storey extension, garage and associated works.

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

#### **WTC/257/16 APPLICATION FOR VARIATION OF PREMISES LICENCE** Licencing Act 2003 Application concerning 38 High Street Woodstock (The Co-Op).

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

#### **WTC/258/16 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

i) It was proposed by Cllr. Collingwood seconded by Cllr. Cooper and

**RESOLVED (nem con)** that the list of payments totalling £32,099.99 made in the month of December 2016 be received and accepted.

ii) The bank reconciliation statement was noted.

iii) The summary and detailed Income and Expenditure statement for December 2016 was noted.

iv) It was proposed by Cllr. Collingwood and seconded by Cllr. Parnes and

**RESOLVED (nem con)** that the £1,000 in the budget for street furniture should be used to repair or replace existing notice boards or to purchase new notice boards for new sites as decided by the environment committee.

## WTC/259/16 JOINT COMMITTEE JOINT PALACE DIALOGUE

It was proposed by Cllr. Jay and seconded by Cllr. Poskitt:

*That the Council side in the Joint Committee on Town/Palace Dialogue,*

- *still in the spirit of the Town Meeting Motion of 17 March, 2015,*
- *noting the statement by Mr Dominic Hare that “Blenheim Palace must always be socially and environmentally accountable to the wider community and we will work to enhance the lives of the people of Oxfordshire as we move forward”,*
- *seeing this as "a watershed moment" in the life of the Joint Committee and aware that its confidence in the usefulness of future involvement depends in part on seeing some tangible evidence of progress on the question of access to Blenheim via the town centre and on the car parking issue,*

*will renew the dialogue in that committee with a view to ascertaining whether there is useful scope, despite the irreconcilable differences on development, for cooperation on matters such as the timing of events, the definition of community priorities in a changing world and the questions in Councillor Yoxall’s paper of 5 December, 2016, relating to tourism, car parking, education, the health centre, other community facilities, leisure-and-recreation and transport-and-highways.*

For: 4 Against: 1 Abstain: 1

## RESOLVED that

**the Council side in the Joint Committee on Town/Palace Dialogue,**

- **still in the spirit of the Town Meeting Motion of 17 March, 2015,**
- **noting the statement by Mr Dominic Hare that “Blenheim Palace must always be socially and environmentally accountable to the wider community and we will work to enhance the lives of the people of Oxfordshire as we move forward”,**
- **seeing this as "a watershed moment" in the life of the Joint Committee and aware that its confidence in the usefulness of future involvement depends in part on seeing some tangible evidence of progress on the question of access to Blenheim via the town centre and on the car parking issue,**

**will renew the dialogue in that committee with a view to ascertaining whether there is useful scope, despite the irreconcilable differences on development, for cooperation on matters such as the timing of events, the definition of community priorities in a changing world and the questions in Councillor Yoxall’s paper of 5 December, 2016, relating to tourism, car parking, education, the health centre, other community facilities, leisure-and-recreation and transport-and-highways.**

## WTC/260/16 COUNCIL TAX REFERENDUM

The update on the consultation period was noted.

## WTC/261/16 WATER MEADOWS

Cllr. Jay proposed and Cllr. Poskitt seconded and it was

**RESOLVED (*nem con*) that**

**£720 be spent on a review of the weir and banks included in the Wychwood contract list under ‘quote to be agreed’**

The Council noted the invoice for the work undertaken in the three months to November and was pleased to see the work related to the contract specifications.

#### **WTC/262/16 POLICE STATION SITE**

In the absence of Cllr. Yoxall consideration of this matter was deferred until the next meeting.

#### **WTC/263/16 SUPPORT FOR WOODSTOCK CHRISTMAS MARKET**

Cllr. Parnes and Cllr Grant seconded the following motion as amended and it was

**RESOLVED (*nem con*) that :**

**Woodstock Town Council congratulates the organizers of the Woodstock Christmas Market, held on 26<sup>th</sup> November 2016 and opened by Her Grace the Duchess of Marlborough, on the event's growing success and popularity this year. The Town Council offers its support in principle for next year's Woodstock Christmas Market event and looks forward to it taking place. The Town Council calls upon the County Council and District Council to assist in facilitating the event by accommodating any street trading requirements for the event as sympathetically as possible, and the Town Council welcomes discussions with Woodstock Christmas Market organisers.**

#### **WTC/264/16 REMOVAL OF PAYPHONES**

The Council agreed with the proposal that the payphone next to the Crown be retained but those in Hensington Road and near Westland Way on Manor Road should be removed. The Acting Clerk agreed to advise both West Oxfordshire District Council and British Telecom of the Council's views.

#### **WTC/265/16 EXCLUSION OF THE PUBLIC AND PRESS**

It was proposed by Cllr. Poskitt and seconded by Cllr. Cooper and

**RESOLVED (Unanimous) that in view of the nature of the business to be transacted the public and the press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act s1).**

#### **WTC/266/16 PROPERTY**

It was proposed by Cllr. Cooper and seconded by Cllr. Collingwood and

**RESOLVED (unanimously ) that the work recommended by Chubb Alarms be carried out on the system at the Community Centre be carried out within a budget of £500.**

Council also discussed the recommendations following the annual inspection for replacement items in the Town Hall alarm system with an estimate totalling £937.11 It was agreed to go ahead with these replacement.

#### **WTC/267/16 READMITTANCE OF THE PUBLIC AND PRESS**

It was proposed by Cllr. Poskitt and seconded by Cllr. Cooper and

**RESOLVED (Unanimous) that the public and the press be readmitted to the meeting (Public Bodies (Admission to Meetings) Act s1).**

#### **WTC/268/16 STAFF MATTERS**

The advice from OALC on the legality of the proposed motion was noted. Cllr Collingwood proposed and Cllr. Poskitt seconded a motion that:

1. *A Staff Committee is formed comprising of: The Mayor, The Deputy Mayor and the Member Responsible for Finance and if this does not comprise three individuals in addition the Member Responsible for Property.*
2. *Until the appointment of a permanent Town Clerk, the line manager of all staff is the Staff Committee.*
3. *After the appointment of a Town Clerk,*
  - a) *the line manager of all other staff will be the Town Clerk.*
  - b) *the line manager of the Town Clerk will be the Staff Committee.*
4. *All feedback about the Clerk's performance, capabilities or conduct should be directed through the Staff Committee, all such matters relating to other staff should be directed through their line manager. Issues so directed to either the staffing committee or an individual's line manager will be dealt with through appropriate procedures.*
5. *No councillor may criticize, make or insinuate a complaint verbally, in writing or by email to a member of staff or any third party other than to that employee's line manager. It will be at the absolute discretion of the line manager whether disciplinary action should follow.*

For: 3 Against: 3 Abstentions: 0 The Mayor used her casting vote against the motion. The motion fell.

#### **WTC/269/16 EXCLUSION OF THE PUBLIC AND PRESS**

It was proposed by Cllr. Poskitt and seconded by Cllr. Cooper and

#### **RESOLVED (Unanimous)**

**that in view of the nature of the business to be transacted the public and the press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act s1).**

#### **WTC/270/16 STAFF MATTERS (Continued)**

Cllr. Poskitt proposed and Cllr. Grant seconded a motion that:

*Woodstock Town Council's independent HR Consultant be asked to draw up a job description and advise on the drafting of an advertisement for a new Town Clerk.*

For: Cllrs Cooper, Grant, Jay, Parnes and Poskitt. Against: Cllr. Collingwood.

#### **RESOLVED that**

**Woodstock Town Council's independent HR Consultant be asked to draw up a job description and advise on the drafting of an advertisement for a new Town Clerk.**

#### **WTC/271/16 FREEDOM OF INFORMATION REQUEST**

It was agreed that the Acting Town Clerk should do a search on the Town Clerk's Computer and request that the Council's IT advisers do the same on the network for the requested information.

#### **WTC/272/16 DATA PROTECTION INFORMATION**

Cllr. Parnes was invited by the Mayor to address the meeting concerning a breach of the Data Protection Act. The Mayor stated she and that Acting Town Clerk accept the advice from the solicitor at OALC in full and her recommended course of action will be followed. Existing Councillors will be reminded of data which MUST be destroyed after twelve months.

New Councillors would be issued with specific instructions. A new Data Protection Policy would be formulated and the Acting Town Clerk was asked to write to WODC and request a copy of their policy to determine whether it should be adopted by Woodstock Town Council.

The meeting closed at 22.22

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