

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
HELD AT 7.30PM ON TUESDAY 14 FEBRUARY 2017  
IN THE TOWN HALL, WOODSTOCK**

**PRESENT:**

Cllr. E Poskitt (Mayor)  
Cllr. A Grant  
Cllr. P Redpath  
Cllr. J Cooper  
Cllr. T Redpath

Cllr. F Collingwood (Deputy Mayor)  
Cllr. S Parnes  
Cllr. M Robertson  
Cllr. P Jay  
Cllr. E Stokes

Also in attendance: 3 members of the public.

**APOLOGIES FOR ABSENCE:** Cllrs Rasch and Yoxall

**WTC/273/16 DECLARATIONS OF INTEREST:** Cllr. E Poskitt declared general interests in Agenda Items 12, One Oxfordshire Unitary Council, 13, Community Infrastructure Levy and 16 WODC Planning Consent for 'Land east of Woodstock' as she is a WODC Councillor. She also declared a general interest in Agenda item 15 as she is Chair of Friends of The Oxfordshire Museum and agenda item 9, Planning, as she is a WODC Councillor sitting on Uplands Planning Subcommittee.

Cllr. J Cooper declared a general interest in agenda item 9, Planning, because he is a WODC councillor.

Cllr P Redpath declared a general interest in agenda item 8(i), Motion concerning Woodchip Green Gym, as he is a member of Green Gym.

**WTC/274/16 APPROVAL OF MINUTES:** The following amendments were agreed:

- Insert "for which this Council may bear or share responsibility" after the word "breach" in WTC/248/16.

In 249/16 second line: delete 'understanding and' replacing it with 'any'.

In the ante-penultimate line of the first paragraph of WTC/251/16 change "lited far" to "limited".

- In the penultimate line of the first paragraph of WTC/251/16, Public Participation, after "attendance" insert "The speaker was asked if she could agree that the confusion arose and directly emanated from statements made by the developer and Oxfordshire County Council in which the wording gave the impression that they had involved the school in the consultations".

- It was **RESOLVED** on a vote that

**at the end of WTC/252/16 (a) the following be inserted "County Cllr. I Hudspeth acknowledged that buses are likely to operate with low occupancy as a loss leader to facilitate the convenience of increased frequency."** For 3; Against 2; Abstain 5. The motion was carried.

- WTC/255/16 MOTIONS PRESENTED TO COUNCIL be rewritten as: "Cllr. Parnes proposed and Cllr. Grant seconded a motion that:

**at the end of WTC/252/16 (a) the following be inserted "County Cllr. I Hudspeth acknowledged that buses are likely to operate with low occupancy as a loss leader to facilitate the convenience of increased frequency."**

For 3; Against 2; Abstain 5. The motion was carried. ● WTC/255/16 MOTIONS PRESENTED TO COUNCIL be rewritten as: "Cllr. Parnes proposed and Cllr. Grant seconded a motion that:

**Woodstock Town Council (WTC) resolves:**

**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 this vision was regularly reviewed and discussed with staff.**
  
- **The practice had strong and visible clinical and managerial leadership and governance arrangement.**
  
- In WTC/256/16 remove “of” after “demolish”.
  
- In WTC/272/16 replace “Cllr. Parnes addressed” with “Cllr. Parnes was invited by the Mayor to address”.

**WTC/274/16 PUBLIC PARTICIPATION SESSION:** None.

#### **WTC/275/16 COUNTY AND DISTRICT COUNCILLORS’ REPORT**

In the absence of County Cllr. Hudspeth, his report was noted.

Cllr. Cooper spoke to the District Councillors report giving clarification and answering concerns about the new charge for the collection of garden waste. The report was noted.

**WTC/276/16 COMMUNICATIONS:** The Mayor announced:

- a) The Annual Town Meeting is on 21 March and the Mayor has invited Dominic Hare, Chief Executive at Blenheim Palace; PC Workman, who has yet to reply, to talk on Speedwatch; and Dennis Allen of Wake up to Woodstock to speak on the Cotswold Hare Trail.
- b) A letter has been received from Robert Courts MP asking to meet Woodstock Councillors informally. It is proposed to have an informal reception in the Town Hall.
- c) The High Sheriff, Mrs Sarah Taylor, has written focusing on carers. Carers Oxfordshire were to have arranged to come and meet Woodstock Councillors but as yet nothing has been heard. The Acting Town Clerk agreed to write to the High Sheriff.
- d) The British Legion are organising a “Poppy Picnic” on Saturday 13 May in the Museum gardens and were requesting an auction or raffle prize from Council. Whilst it was felt the Council as such could not donate a prize, individual Councillors may wish to provide raffle or auction prizes.
- e) The Mayor had attended Wake up to Woodstock’s AGM. The Chair Dennis Allen had pointed out that 12 new stores had opened in Woodstock during the past six months.

- f) There will be a Carnival on June 24. The goal is to have a parade but additional activities during the afternoon in the Museum garden and elsewhere. 'Open Gardens' may take place on the same day. Wednesday March 22<sup>nd</sup> 4pm is the launch in the Museum garden of the six month Cotswold Hare Trail with 3-4 hares in Woodstock. One hare is to be sponsored by National Theatre advertising *War Horse* at the New Theatre. The Rector has requested a reception in the Assembly Rooms for the Gränna (Sweden) visitors on Friday 10 March. All Councillors are welcome to attend and/or help but please advise in advance.
- g) The Mayor and Deputy Mayor attended a frank and open meeting with the managing directors of the Oxford Bus Company and Stagecoach with four residents from Old Woodstock. Stagecoach has promised to investigate turning round at Wootton Turn rather than in Vermont Drive. The main problem in the town centre is parked vehicles outside the Star.
- h) A suggestion that High Street and Market Street be made one way for traffic is to be referred to Traffic Advisory Committee.
- i) The deputy caretaker is off sick.
- j) The Warden at Brook Hill flats has telephoned the Mayor twice, updating her on the collapsed wall in Union Street which has been seen by the insurers and will be repaired as quickly as possible.
- k) Gill and Howard Morris have received a High Sheriff's award for their work on Woodstock & Bladon News. The Mayor expressed delight at the award – a view echoed by the Council.
- l) The Mayor is holding the annual Fairtrade coffee morning with the monthly St Mary Magdalene coffee morning on Saturday 4 March in the Mayor's Parlour

**WTC/277/17 QUESTIONS:** None.

**WTC/278/16 MOTIONS PRESENTED TO COUNCIL:**

- i) Cllr. Parnes proposed and Cllr. Cooper seconded a motion that:

Woodstock Town Council notes with appreciation and admiration the Woodchip Green Gym volunteers' contribution of their time, care and skill in facilitating fence repairs at the New Road Play Area on Wednesday 1 February 2017 and extends its thanks for a job well done.

The Resolution was passed unanimously.

**RESOLVED** that

**Woodstock Town Council notes with appreciation and admiration the Woodchip Green Gym volunteers' contribution of their time, care and skill in facilitating fence repairs at the New Road Play Area on Wednesday 1 February 2017 and extends its thanks for a job well done.**

(ii) Cllr. S Parnes proposed seconded a resolution that Woodstock Town Council resolves that if the Town Council is represented at the February 'high level strategic meeting' at Blenheim Palace, County Council and district Council representatives will convene for 'Place Review'- type discussions focusing on Woodstock – the Woodstock Town Council shall be represented by its retained professional planning advisors of Kemp & Kemp.

Cllr P Redpath proposed and Cllr. Mrs T Redpath seconded an amendment to this motion that: Woodstock Town Council enquires of Kemp and Kemp what expertise the firm has of 'Place Reviews' now renamed 'Strategy Reviews' and how much they would charge to attend such a meeting' replaces all the wording after 'focusing on Woodstock'.

A named vote was requested for the vote on the amendment:

**For: Cllrs Poskitt, Gant, Parnes, T Redpath, P Redpath, Robertson and Stokes.**

**Against : Cllrs Collingwood, Cooper and Jay.**

The amendment was passed. The amended motion was then put to the vote. A named vote was requested:

**For: Cllr Stokes; P Redpath; Mrs T Redpath; Parnes**

**Against: Cllrs Poskitt; Collingwood; Cooper; Grant; Jay and Robertson**

**The motion was lost.**

### **WTC/279/16 PLANNING APPLICATIONS**

a) Ref. 17/00053/HHD 3 Briar Thicket Woodstock- Alterations and erection of two storey front extension

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

b) Ref: 17/00306/HHD 9 Crecy Walk Woodstock-Erection of single and two storey extension. RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

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

### **WTC/280/16 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

i) It was proposed by Cllr. Collingwood, seconded by Cllr. Cooper and agreed unanimously that the list of payments totalling £19,540.54 made in the month of January 2017 be received and accepted.

ii) The bank reconciliation statement was received and noted. After discussion Cllr. Jay proposed and Cllr Collingwood seconded a motion that:

WTC transfers £50,000 of its funds to a new immediate access account with one of the big five banks.

The motion was carried unanimously.

**RESOLVED that**

**WTC transfers £50,000 of its funds to a new immediate access account with one of the big five banks**

iii) The summary and detailed Income and Expenditure statement for January 2017 was noted. The member responsible for Finance was asked to prepare and circulate to all Councillors a statement showing a detailed analysis of the expenditure underspend in the ten months to 31 January 2017.

iv) The review of internal controls was satisfactory.

v) Invoices KK12199 and 733016 were approved for payment. The latter invoice was covered by insurance and the insurance payment has now been received.

### **WTC/281/16 HEALTH AND SAFETY**

#### **1. Report on Health & Safety**

The Acting Town Clerk presented a report following her meeting with Ellis Whittam, WTC's employment consultants. She recommended that WTC acquires five e-learning licences for Health and Safety training. The cost is £215+ VAT and payment for the time spent by staff undergoing the training.

The Mayor proposed and Cllr Grant seconded a motion that: WTC acquires five licences for Health and Safety training for staff at a total cost of £215.

**RESOLVED (nem con) that**

**WTC acquires five licences for Health and Safety training for staff at a total cost of £215.**

Cllr Grant proposed and the Mayor seconded a motion:

That Council ask Carter Jonas to review the asbestos in the Assembly Room

**RESOLVED (unanimous)**

That Council **ask Carter Jonas to review the asbestos in the Assembly Room**

The Ellis Whittam suggestion that Health and Safety should be an item on every agenda whether there were any issues or not was discussed.

Cllr. Jay proposed and Cllr. Cooper seconded a motion that:

Health and Safety should not be a standing item on all agendas.

The motion was put to the vote: For: 4 Against: 4 Abstentions: 2.

On the tied vote the Mayor used her casting vote against the motion which was therefore lost.

## **2. Flag Raising**

Following her inspection of the flag raising procedure, the Mayor presented draft rules to be followed when going on to the roof to raise and lower the flag. The rules were agreed unanimously.

Cllr. Jay proposed that WTC commission an investigation into a safer system for the operation of the hatch on to the roof. Cllr. Cooper, CmFP, agreed to look into the matter and report back.

### **WTC/282/16 ONE OXFORDSHIRE UNITARY COUNCIL**

In the absence of County Cllr. Hudspeth a substantive discussion was deferred. However fears were raised about increases in Council tax and the loss of free parking if any reorganisation went ahead.

The Mayor was asked to arrange a meeting in Woodstock with advocates of both schemes present so Councillors and interested members of the public could be better informed.

**WTC/283/16 COMMUNITY INFRASTRUCTURE LEVY RESOLVED (unanimous) that Woodstock Town Council wishes to make no comment about the paper from WODC.**

### **WTC/284/16 OXFORD AIRPORT CONSULTATIVE COMMITTEE**

In the absence of a supporting report from the instigating Councillor, the matter was not discussed. .

### **WTC/285/16 WTC SUPPORT FOR THE OXFORDSHIRE MUSEUM**

In the absence of a supporting report and motion from the instigating Councillor, the matter was not discussed

### **WTC/286/16 WODC PLANNING CONSENT FOR 'LAND EAST OF WOODSTOCK'**

In the absence of a supporting report and motion from the instigating Councillor, the matter was not discussed.

### **WTC/287/16 RESOURCES AND GENERAL PURPOSES COMMITTEE**

The minutes were noted. The Council voted on the recommendation that

in the event of needing any further action on this issue, WTC take legal advice (preferably from the solicitor recommended by OALC).

**RESOLVED (nem con) that in the event of needing any further action on this issue, WTC take legal advice (preferably from the solicitor recommended by OALC).**

### **WTC/288/16 ENVIRONMENT COMMITTEE**

(i) The minutes of the meeting on 24 January were noted. The recommendation that

Cllr S Parnes represents WTC at the Witney Vision Event and reports back to Council was put to the vote and agreed unanimously

**RESOLVED that**

**Cllr S Parnes represents WTC at the Witney Vision Event and reports back to Council.**

It was agreed that OCC should be asked to reduce the size of the trees in the Town Centre.

ii) Correspondence from a resident of Woodstock concerning pollution was noted. Cllr Cooper was asked to explore what diffusion tubes already existed in Woodstock and to request two additional diffusion tubes be installed in Woodstock

. A second survey had been undertaken on the number of vehicles and resulting pollution in Brook Hill. The results were not available at this meeting. WTC would await the full report before discussing the matter further and the Acting Town Clerk was asked to write to the complainant.

(iii) Correspondence from a resident on dog fouling was considered and it was agreed to take the following action:

- A notice should go in the next issue of Woodstock & Bladon News reminding dog owners of their responsibilities.
- The issue would be raised at the Town Meeting.
- The matter would be highlighted in the forthcoming Town Newsletter.
- New signs to be purchased and put up on footpaths where the dog excrement is being left.
- Posters to be put on notice boards throughout the town highlighting the damage to children's eyes which can be caused by dog faeces.

**WTC/289/16 EXCLUSION OF THE PUBLIC AND PRESS**

It was proposed by Cllr. Cooper and seconded by Cllr. Poskitt 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/290/16 PROPERTY REPORT**

Cllr. Cooper reported on outstanding issues on each of WTC's properties and WTC agreed

- To authorise the signing of a new lease.
- To grant a five year lease at the rent recommended by Carter Jonas.
- To authorise Cllr. Cooper to instruct Carter Jonas to expedite the assignment of a lease between a current tenant and an individual wishing to trade from the property and to arrange an immediate inspection of the building with Carter Jonas to ascertain the extent of the dilapidations.

**WTC/291/16 STAFF VACANCY**

Minor adjustments were agreed to the advertisement, job description and person specification for the new Town Clerk. The closing date for applications will be 17 March 2017 and interviews held in the week commencing 27 March 2017. It was agreed to follow the advertising recommendations of the HR Consultant retained by OALC and she would be asked to join the interviewing panel with Cllrs. Poskitt, Grant and Mrs T Redpath.

**WTC/292/16 OUTSTANDING INVOICES**

The Deputy Mayor reported that due to an oversight an invoice which had been authorised for payment had been overlooked during the interim between the Town Clerk leaving an Cllr Grant taking on the role of Acting Town Clerk. It was agreed that the invoice should be paid as soon as the Officer Responsible for Finance returned from leave.

In relation to a second invoice, Cllr. Collingwood proposed and Cllr. P Redpath seconded a motion that:

The second invoice should not be paid until a substantive reply had been received to the concerns about the fee raised by the Member Responsible for Finance.

On being put to the vote a named vote was requested. For: Cllrs Collingwood; Grant; Parnes; P Redpath; Mr T Redpath and Stokes

Against: Cllrs Cooper; Jay and Poskitt

Abstention: Cllr Robertson

The motion was passed.

**RESOLVED that The second invoice should not be paid until a substantive reply had been received to the concerns about the fee raised by the Member Responsible for Finance.**

The meeting closed at 22.13h

Signed.....

Date.....