

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 12<sup>th</sup> DECEMBER 2017  
At 7.30pm  
IN THE TOWN HALL, WOODSTOCK.**

**PRESENT:**

**Cllr. Mrs T Redpath (Mayor)**  
**Cllr. J Cooper**  
**Cllr. U Parkinson**  
**Cllr. E Poskitt**

**Cllr. A Grant (Deputy Mayor)**  
**Cllr. P Jay**  
**Cllr. S Parnes**  
**Cllr. P Redpath**

**ALSO IN ATTENDANCE:** Three members of the public

**WTC172/17 APOLOGIES FOR ABSENCE:** Cllrs F Collingwood, S Rasch and E Stokes

**WTC173/17 DECLARATIONS OF INTEREST:**

Cllr J Cooper	<b>Item 10 Planning</b> General interest as he is a member of WODC
Cllr E Poskitt	<b>Item 10 Planning</b> General interest because she is a member of WODC Uplands Planning Sub-Committee
Cllr E Poskitt	<b>Item 13 West Oxfordshire Local Plan</b> Personal interest as she is a resident in Hedge End

**WTC174/17 PUBLIC PARTICIPATION SESSION**

Mr Huelin drew attention to the noise nuisance that he and his neighbour Mr Smith had been experiencing due to the position of the portable goal posts on the Recreation field/Football pitch. The Clerk had been informed that the Chairman Mr Huelin had previously approached was no longer involved with the Football Club and it was suggested that he may wish to approach the Acting Chairman and attempt to resolve the issue directly. Mr Huelin was also advised that his letter had been forwarded to Blenheim as the owners of the land.

**RESOLVED:** That the Clerk would forward contact details for the Acting Chairman of the Football Club onto Mr Huelin.

**WTC175/17 MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON 7<sup>th</sup> NOVEMBER 2017**

The minutes were approved with the following agreed amendments:-

WTC147/17	Line ten remove the words 'educate on' from the sentence.
WTC148/17	Paragraph three, third line amend the word 'proximately' to read 'proximity'.
WTC150/17	Second line, remove the words 'go forward' and replace with 'stand aside.'
WTC151/17	Paragraph one, first line remove the word 'purge' and replace with 'drive'. Paragraph two, first line remove the apostrophe at the end of the word 'Councillors.'

- WTC156/17 At the beginning of paragraphs three, four and five add the numbering '(iii), (iv) & (v)'.
- WTC158/17 Paragraph one, first line remove the word 'Road' and replace with 'Lane'. Paragraph two. First line remove the word 'to' from between 'agreed and that' and remove the word 'to' from between the words 'urgently and regarding'.
- WTC165/17 Paragraph two, line one remove the word 'the' and replace with the word 'a'.

**VOTE:** For: 7 Against: 0 Abstained: 1

Cllr Parnes requested for his vote to be named and abstained from voting to agree the minutes due to not being in attendance at the meeting.

**WTC176/17 MINUTES OF THE BUDGET MEETING OF THE TOWN COUNCIL HELD ON 14<sup>th</sup> NOVEMBER 2017**

The minutes of the meeting were approved, there were no amendments.

**VOTE:** For: 6 Against: 0 Abstained: 2

Cllrs Parnes and Grant requested their votes to be named and abstained from voting to agree the minutes due to not being in attendance at the meeting.

**WTC177/17 MINUTES OF THE STAFFING PANEL MEETING OF THE TOWN COUNCIL HELD ON 16<sup>th</sup> NOVEMBER 2017**

The minutes of the meeting were noted and the recommendations considered by Council.

**RESOLVED:** Council agreed to the following recommendations:-

- (i) The Administrative Assistant to investigate whether it would benefit the Council financially to have a franking machine rather than buying stamps for standard postage and using the Post Office for sending out the papers for Town Council meetings.
- (ii) That the Town Clerk can be paid up to 25 hours a week as required which will be reviewed after 3 months.
- (iii) Cllrs Jay, Poskitt & Grant have all confirmed that they would be willing to use their personal credit card for future purchases of work related items to be reimbursed in due course.

**WTC178/17 REPORT FROM TOWN CLERK:**

Council agreed for up to £150 to be spent on a new Christmas Tree and some decorations for the Mayor's Parlour. New baubles had already been purchased so it would not be necessary to purchase more of those.

The request to recognise the long service of the local firefighter due to retire was agreed by Council. The Clerk will contact the Watch Manager to request more information on what the request entailed and also to obtain some background details for an article to be included within the next issue of the Woodstock and Bladon News.

The Clerk reported that the UPS Battery for the office server needed to be replaced and a quote had been received to supply and install a new one. Council agreed for the replacement to be purchased and installed at a cost of £375 (ex VAT).

#### **WTC179/17 COUNTY AND DISTRICT COUNCILLORS UPDATE**

- (i) Cllr Hudspeth's December report was not received prior to the meeting and he did not attend.
- (ii) The District Councillors' Report was received. Two questions were put to the District Councillors by Cllr Parnes. The first relating to whether the District Council adopted an International Definition of anti-semitism and the second relating the District Council requiring a stand-alone motion to be seconded before submission to the agenda. Cllr Cooper advised that he would bring the answers to those questions back to Council. Cllr T Redpath also posed a question relating to the Cabinet meeting and Cllr Cooper confirmed he would seek clarification at the meeting he was due to attend the following day.

#### **WTC180/17 COMMUNICATIONS:**

The Mayor reported that the Mayor's Carols had been a success and from the collection £357 had been raised for her nominated charity WUFA. She thanked Councillors who attended and also thanked those who had attended the Remembrance Parade and service in November.

A request had been received from the Reverend Canon Daffern requesting financial assistance towards replacing the regulator for the church clock after the agenda had been finalised.

**RESOLVED:** After some discussion it was agreed to defer this request until the January meeting.

The Mayor advised Council that she had been approached by a reporter from the Witney Gazette regarding the planning proposal for land East of Woodstock. She explained the Council's position and sent him a copy of the letter that has gone to the Cabinet.

Finally the Mayor took the opportunity to wish all Councillors a lovely Christmas.

#### **WTC181/17 QUESTIONS**

The question below was received from Councillor S Parnes:-

Please would the Mayor now give Council her assurance that at this week's forthcoming meeting with West Oxfordshire District Council in relation to parking issues, she will remind WODC that the Town Council [as per Minute 139/17] on 10th October 2017 resolved that "Woodstock Town Council reaffirms its policy of opposition to car parking charges on public spaces in the Town, as previously determined in November 2016 (within Minute WTC/202/16) when the Town Council determined by a ratio of nearly 2:1 that the Council does not support the notion of WODC "charge for parking in heavily parked areas"; AND that presently there remains only one Town Councillor who voted against maintaining free parking in the Town? Does the Mayor agree the above details comprise significant issues for reminding WODC, especially considering the draft Minutes of the most recent Traffic Advisory Committee meeting which were laid before Council did not include mention of the fact that the reaffirmed WTC policy was brought to the attention of the TAC.

**RESOLVED:** The Mayor's reply was 'Yes' to the requests contained within the question.

**WTC182/17 MOTIONS PRESENTED TO THE COUNCIL:**

Cllr S Parnes proposed the Motion below:-

(i) Woodstock Town Council (WTC) **RESOLVES** that:

1. *NOTING* Oxfordshire Association of Local Councils (OALC) confirmation that “The practice of seconding a motion is ... only customary in local authority meetings and is not a legal requirement. It is a formal gesture to get a debate underway or to move a point on”;
2. *ACKNOWLEDGING* that WTC’s Standing Order 6 d) already stipulates: “A motion (including an amendment) shall not be progressed unless it has been moved and seconded”; **AND**
3. *ACCEPTING* WTC’s conduct and practice, in accordance with Standing Orders 6 e) and 6 f), facilitate the seconding of motions at the table once proposals are formally moved,

*In the interests of facilitating maximal free representation of constituency interests and encouraging dynamic local democracy - and towards avoiding hindrances of unnecessary vetting or perceptions of predetermination – the Town Council shall continue to welcome the seconding of Motions at the table where and when proposals are formally moved (without requiring naming of Seconders in advance and/or as prerequisites for inclusion of Motions or Proposals on any Agenda).*

**RESOLVED:** As there was no seconder, the motion did not proceed.

(ii) Cllr T Redpath proposed the Motion below which was seconded by Cllr E Poskitt:-

***Amendments To Standing Orders 4 (b) and 6 (d)***

*to standing order 4 (b):*

*“No motion may be moved at a meeting unless the subject to which it relates is on the **agenda and/or the mover and seconder have given** written notice of its wording to the Council’s Proper Officer at least seven clear days before the meeting”*

*And*

*to standing order 6 (d):*

*“A motion **whether one of which notice has been given in writing or otherwise** (including an amendment) shall not be progressed unless it has been moved and seconded.”*

**VOTE:**

For:	6 (Cllrs Jay, Poskitt, Parkinson, Cooper, T Redpath & P Redpath)
Against:	1 (Cllr Parnes)
Abstained:	1 (Cllr Grant)

**RESOLVED:** The motion was carried but in view of its nature, would require a change to Standing Orders it would stand aside until the next meeting in January.

(ii) To receive the following Motion proposed by Cllr S Parnes and seconded by Cllr J Cooper

*Woodstock Town Council RESOLVES:*

1. *NOTING* that subsequent to the Town Council’s Notice of Vacancy dated Monday 27

*November, 2017, constituents have requested an election to fill the casual vacancy in the office of Councillor for the Town; AND AWARE new residential development and other growth of the Town's population has increased the body of electors voting for the first time in Woodstock since the last time polling cards were issued;*

2. *CONSIDERS POLLING CARDS TO BE WORTH THE COST, including more generally in encouraging participation and interest in local democracy; AND*
3. *THEREFORE in the event the coming by-election will be contested, Woodstock Town Council will opt in favour of issuance of polling cards to electors. As a matter of expediency, resources for this should be drawn from reserves in the event of any shortfall in available budgeted allocation of funds for elections, and West Oxfordshire District Council (WODC) shall be notified as soon as possible that poll cards should be issued if the by-election is contested.*

Cllr Parnes requested a named vote.

**VOTE:** For: 3 (Cllrs S Parnes, J Cooper and U Parkinson) Against: 3 (Cllrs P Redpath, A Grant and P Jay Abstained: 2 (Cllrs E Poskitt and T Redpath)

As the vote was tied, the Mayor declined to make a casting vote but instead proposed to defer the motion to the January meeting. A short debate followed.

**VOTE:** For: 7 Against: 1 Abstained: 0

**RESOLVED:** The motion to defer until the meeting in January was carried.

## **WTC183/17 PLANNING**

Council considered the following applications:

- Ref: APPLICATION NO: 17/03235/LBC 21 High Street Woodstock  
Two storey extension to the rear, along with some minor alterations to the existing internal space  
**RESOLVED:** WTC has no objection to this application
- Ref: APPLICATION NO: 17/03490/FUL Manor Farm Barn Manor Road, Woodstock  
Relocation of existing tennis court in private garden with associated works to existing pool house.  
**RESOLVED:** WTC has no objection to this application
- Ref: APPLICATION NO: 17/03620/HHD 9 Oxford Road, Woodstock  
Removal of an existing timber clad shed and erection of an English Heritage oak framed double garage.  
**RESOLVED:** WTC has no objection to this application.
- Ref: APPLICATION NO: 17/03549/HHD23 New Road, Woodstock  
Erection of two storey rear extension, new front porch and new low boundary wall. Conversion of loft and creation of box dormer.  
**RESOLVED:** WTC has no objection to this application.

- **PLANNING APPEAL**

Ref: APPLICATION NO: 17/02705/HHD 18 New Road Woodstock  
Side and rear two storey extension

**RESOLVED:** WTC has no objection to this appeal.

**WTC184/17 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2017:**

The list of payments for November was received. Cllr P Redpath asked a question relating to a payment of £200 made to Sustainable Woodstock out of the Bloom Budget

**RESOLVED:** WTC unanimously agreed to approve the payments totalling £64,876.01 made in the month of November 2017.

**RESOLVED:** The bank reconciliation statements for November 2017 were noted. Cllr Parkinson queried the payment to Woodstock Town Football Club and it was clarified that it is a yearly payment for mowing the grass on the Recreation Field.

The summary and detailed income & expenditure statements for October 2017 were noted. Cllr Grant indicated that there was some \$106 money to be allocated.

**RESOLVED:** WTC agreed that the Responsible Financial Officer would explore the expenditure within the Town Hall Routine Maintenance budget and ensure no further payments are authorised without first consulting Council for approval.

**WTC185/17 BUDGET 2018-19: THE FURTHER OUTLOOK**

After a lengthy debate on the report presented by Cllr Jay and the resolution from the November Budget Meeting of the precept remaining unchanged a vote was held on whether to agree the recommendations within the report.

**VOTE:** For: 3 Against: 3 Abstained: 2

**RESOLVED:** As the vote was tied and the Mayor did not make a casting vote the item was deferred to the January meeting when more Councillors would be present including the CMfF Cllr Collingwood.

**WTC186/17 WEST OXFORDSHIRE LOCAL PLAN - CONSULTATION ON ADDITIONAL INFORMATION**

Cllr Poskitt left the room for the duration of this agenda item although only declaring a personal interest. The Mayor gave an update on the Local Plan consultation and the outcome of the Woodstock East planning decision. The proposal to commission Graham Keevill to assist Woodstock Town Council with preparing a response to the WODC Heritage Report was considered.

**RESOLVED:** Unanimous vote in favour of commissioning Graham Keevill to prepare response on behalf of the Council.

There was also a discussion relating to the next steps should the WODC Cabinet not concur with its scrutiny committee decision.

**RESOLVED:** That should the decision of the Uplands Sub-Committee held on 8th January be upheld by the Cabinet against the decision of the Scrutiny Committee, the Town Council would look at the possibilities of further legal action.

Cllr P Redpath noted that there was a budget of £2,000 remaining for the “Save Woodstock” campaign. He proposed that this sum be used to support consultant/solicitor expenses in regard to the current Local Plan proposals if necessary. This was seconded by Cllr Grant.

**RESOLVED:** That if it was necessary funds could be taken from the Save Woodstock budget to pay for additional consultancy/ solicitor costs in regard to the current Local Plan proposals for Woodstock.

Councillor Poskitt returned to the room at this point.

#### **WTC187/17 PARKING**

The Mayor presented the notes from a recent meeting with Dominic Hare where he shared some ideas to alleviate some of the difficulties. Comments from Councillors will be taken to the meeting with WODC Parking Team and Blenheim on 14<sup>th</sup> December 2017.

#### **WTC188/17 REPLACEMENT NOTICEBOARDS**

The three quotes presented were considered.

**RESOLVED:** WTC agreed by unanimous vote to purchase two noticeboards one for Hensington Road and one for Princes Ride from Company C (Classic Range 1200 x 1500) and for them to be installed by the company.

#### **WTC189/17 VACANCY ON COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES**

Cllr Yoxall’s resignation resulted in vacancies on various working groups and outside bodies.

**RESOLVED:** The Council agreed to defer considering which Councillors would fill the vacancies until the January meeting when hopefully more Councillors would be in attendance.

#### **EXCLUSION OF THE PUBLIC AND PRESS**

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

#### **WTC190/17 PROPERTY MATTERS**

##### 4 Park Street

The Council agreed to the quote for the damp wall between 4 & 6 Park Street, with the consideration as to whether such treatment is suitable for a listed building.

The Clerk will contact Carter Jonas and ask for them to investigate this and also forward a copy of the damp report to the Clerk.

2 Market Street

Council agreed to the proposals from Freeth Solicitors of a 2 pronged approach at a cost of £1000 plus VAT. The Clerk agreed to bring to their attention the inclusion in the lease re: Option 1 First Floor Flat

*“Works to be completed within 24 months of signing the lease which will depend on how the business develops”*

Signed: .....

Date: .....

The meeting closed at 22.05hrs