

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 8th SEPTEMBER 2015
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE: County Cllr I Hudspeth, Mrs P Ingham, temporary Clerk for tonight's meeting and 10 members of the public.

WTC/97/15 APOLOGIES FOR ABSENCE: Cllr C Carritt (Deputy Mayor).

WTC/98/15 DECLARATIONS OF INTEREST: Declarations of interest were received from by the following Cllrs:

Cllr E Poskitt: Agenda Item 9, Planning– general interest as member of WODC Uplands Planning subcommittee and pecuniary interest in 9(ii) Woodstock East because of where she lives.

Cllr J Cooper: Agenda items 7- Questions, 8 - Motions, 9 – Planning and 24 – Threat of Legal Action about New Road Play Area as a WODC Councillor.

Cllr E Stoke: Agenda Item 17, Footpaths in Old Woodstock, as a friend of one of the landowners.

Cllr L Maybury: Agenda item 23, Property Report as has shop next door to tenant.

WTC/99/15 MINUTES: The Council

RESOLVED that the minutes of the Town Council meeting that took place on Tuesday 11th August 2015 were approved and signed as a correct record subject to the following amendment:

WTC/87/15 (ii) Thames Water. After the words "The Mayor ruled that the report from Cllr S Parnes had already been presented to the Mayor's Committee but was not seconded" it should be added "at that meeting".

The Mayor then signed the minutes.

WTC/100/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

(i) Mrs Alicia Wild – Planning Application 15/02810/FUL – Removal of garage and erection of two storey dwelling at 1 Glovers Close, Woodstock

Mrs Wild addressed the Council on the impact this development would have on the near neighbours and asked the Council to object to this application on the grounds of overdevelopment. She further brought to the Council's attention that this development had been turned down previously and that not much had changed in this application.

- (ii) Mr Andrew Macaulay and Mrs Sarah Williams – Variation of conditions 2 and 4 of application 112/1333/PFP Revised Development at 1 Upper Brook Hill

The speakers thanked the Mayor for allowing them to speak as their request was received at short notice.

This application was considered last month by WTC who supported the application. WODC Planning Officers had deemed this application should be determined by the Uplands sub-committee meeting on September 7th WODC Cllrs at that meeting voted for a site visit before making their final decision. Mr Macaulay and Mrs Williams asked that WTC reverse the decision made at the August WTC meeting and object to this planning application.

The Mayor explained that this matter was not on the agenda and Standing Orders limited action resulting from matters raised by the public participation but not on the agenda. Council recognised that WTC cannot rescind a decision without written agreement to discuss the matter again from two thirds of the current number of Cllrs or after the passage of six months from the decision (SO11).

A motion to leave the matter to the planning sub-committee was defeated (by 5 votes to 3).

After further discussion Council Cllr P Jay proposed and Cllr Robertson seconded a motion to put this item on the agenda for the Mayor's Committee in two weeks' time. Council

RESOLVED that this item is on the agenda for the Mayor's Committee in two weeks' time

WTC/101/15 COUNTY COUNCILLOR UPDATE

County Cllr Ian Hudspeth had previously circulated his written report. He reported that plans to accept refugees from Syria, if requested to do so, were being developed. County Cllr Hudspeth reiterated that OCC supports the government in the policy of accepting 20,000 refugees from Syria over five years.

Questions were asked on how the funding for this would be obtained and how unaccompanied children could be accepted in Oxfordshire in view of plans to close the majority of the Children's Centres. County Cllr Hudspeth reassured members that all options will be considered and said that it is OCC's moral duty to find a way to help.

Questions were also asked about the length of time roadworks between Wolvercote and Cutteslowe roundabouts would take. Cllr Hudspeth explained why night time and weekend working were not options.

WTC/102/15 REPORT FROM District Cllrs J Cooper and E Poskitt

The written September report had been circulated. There were no questions

WTC/103/15 COMMUNICATIONS

The Town Mayor laid two points before the Council:

- (i) Oxfordshire Play Association which organised the Play and Activity Day in Woodstock in July had been investigating sites for the next event. As the last one was such a success the Mayor asked WTC if she should send the information on to the Marlborough School in case they were interested in hosting this event again.

ACTION: The Mayor will send the information from OPA on to the Marlborough School.

- (ii) The Mayor had circulated information to Cllrs about the process for attending the forthcoming planning meetings which will discuss Woodstock East. The details had been posted on noticeboards and will be put on the WTC web site if the web site could be updated in time.

WTC/104/15 QUESTIONS

Under WTC Standing Orders number 8 Councillor Parnes asked:

“Why was Woodstock Town Council to date not given the opportunity to consider granting dispensation to the Mayor, in order to at least facilitate Mayoral participation in discussions relating to Woodstock East proposals (i.e. on grounds of being in the interests of the community, or for any other reasons).”

The Mayor explained that a declaration of interest was a personal matter and not the decision of a council. She considered that, in view of where she lived, the integrity of any decision made by WTC or WODC on the Woodstock East application could appear undermined if she, as a WODC and WTC Cllr, had been involved in the decision making.

WTC/105/15 MOTIONS PRESENTED TO THE COUNCIL

Cllr Parnes proposed and Cllr P Jay seconded the motion submitted by Cllr S Parnes in accordance with WTC Standing Orders that:

Woodstock Town Council RESOLVES to respond to WODC’s Planning Department notifying of WTC”s

(a) OBJECTION to Pye Homes’ Planning Application 15/02687/OUT for 169 dwellings in Long Hanborough on land owned by the Blenheim Estate;

(b) SUPPORT for the contents of Hanborough Parish Council’s letter (previously circulated) of objection dated 24th August 2015;

(c) CONCERN about adverse knock-on effects, on Woodstock, insufficiently assessed and arising from the proposed development.

This motion fell on a vote (3 votes for, 7 votes against and 1 abstention) and the Council moved to the next business.

WTC/106/15 PLANNING The Mayor and Cllr J Cooper declared general interests.

(i) Planning Applications: The following planning applications were received and considered. Agenda Item 9(c) had been discussed in the Environment Committee in August and comment had been sent to WODC Planning. It was therefore not discussed at this meeting.

(a) Ref: 15/02785/FUL – Demolition of single storey building, erection of 10 apartments, associated car ports & parking & improvement to access – 24 Hensington Road, Woodstock: This application related only to the tenth apartment over the car port. The nine apartments and car port had previously been approved by WODC. The Council

RESOLVED that WTC wishes to object to this planning application on the following grounds:

WODC's policies BE2, H2(d). The Town Council considers that a poor standard of residential amenity is provided by a two bedroom flat which has only one window from which residents can see outside. All other windows are either obscurely glazed or above eye level. The Town Council therefore considers this flat unit over the car port as overdevelopment which does not comprise acceptable sustainable development. WTC also suggest that WODC consult the recent legal case concerning West Berkshire v. DCLOG relating to an analysis of charges for affordable homes.

(b) Ref: 15/02810/FUL – Remove garage and erection of dwelling – 1 Glovers Close, Woodstock

Many residents' letters of objection and some letters of support had been received by Cllrs. The Mayor allowed Mrs Sophia Matthews to speak in support of this application as her request to address the Council during the public participation item had been overlooked. A motion to support the planning application was proposed by Cllr S Parnes and seconded but fell on a casting vote. Cllr J Cooper then proposed, Cllr Rasch seconded the motion and the Council

RESOLVED that WTC objects to this planning application on the following grounds:

WODC's Policies – BE2, B2 (especially a, b, c, d), H2 (a,d,e) and NPPF – paragraphs 58 & 64. WTC reiterates the objections they had to the previous application. Whilst Cllrs recognised that there had been changes such as the removal of the Juliet balcony at the rear, the house remains a contrived cramped development on a very small plot with part of the house forming the edge of a much used public footpath. The Town Council disagrees with the Highway Authority's view that there are no issues of safety, in that it is an area where people park cars in order to deliver and pick up children attending the school. Lack of forward exit from the car parking space leads to safety concerns. The garden is tiny, shady and north facing. The main windows, although smaller are still overlooking to the rear and to the front, where they are less than 20m from the house opposite.

(c) The Mayor explained that there had been an error in the agenda in that the item listed as 9 (c) had been discussed in a previous meeting but she had that day asked that an application, which had been overlooked and where this was the last chance to give Council's views, be circulated.

Ref: 15/02786/HHD – Erection of Car Port – 31 Brook Hill, Woodstock

Cllr Robertson proposed the Mayor seconded the motion and it was

RESOLVED that WTC objects to this planning application on the following grounds:

WODC Policy BE2 (a, b, c). The Town Council regards this car port as inappropriately large for the site, overbearing and un-neighbourly and considers that the proposal is against policy 054 of the Developing Local Plan.

Following this vote it was acknowledged that WTC should not normally discuss an item that was not on the printed agenda as this was thoroughly undesirable. However it was agreed that as the matter had been discussed the decision should hold

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

The Mayor left the room, at this point as she had declared a pecuniary interest in Item 9(ii). Since the Deputy Mayor was not present Cllr Robertson proposed, Cllr Rasch seconded and Cllrs agreed that Cllr J Cooper chair debate on this item.

(ii) **WOODSTOCK EAST**

(a) Kemp and Kemp Representation

There is £6000 provision in the budget for a planning specialist. £1,500 has been spent so far so there is money available in the budget to engage Mr Mellor from Kemp and Kemp to represent Woodstock Town Council when the application for Woodstock East is considered at WODC on September 21st.

Proposed by Cllr Parnes and duly seconded it was

RESOLVED (unanimous) that WTC engage the services of Mr Mellor from Kemp and Kemp at a cost of £1,040 to represent WTC when the planning application for Woodstock East is considered by both WODC and Cherwell District Council (CDC).

(b) ICOMOS-UK – Critical comments on Woodstock East’s proposals and assessed effect upon Woodstock.

The Council considered the letter from ICOMOS and the report from Councillor Parnes.

RESOLVED (unanimous) that WTC sends a letter to Peter Marsden at ICOMOS to express the Town Council’s appreciation and support of the work done and of their agreement with the contents of the letter.

(c) Save Woodstock Campaign

The Council considered the e-mail previously sent to all Councillors and The report from Councillor Yoxall. The purchase of a surveillance camera was the main topic from the meeting described in Cllr Yoxall’s paper but this was considered to be out of the question given its high price. A near neighbour had offered to install a camera in his garden overlooking the banner, but no decision on this was taken.

At this stage the Town Mayor returned to the meeting and resumed the Chair.

(iii) **WEST OXFORDSHIRE LOCAL PLAN EXAMINATION IN PUBLIC**

The Town Council considered whether they wanted to engage Kemp and Kemp to represent them at the forthcoming West Oxfordshire Local Plan Examination in public. An e-mail from Kemp and Kemp about this matter had previously been circulated.

RESOLVED that the Town Council will discuss this at the next Mayor’s Committee meeting and that meanwhile the costs for this need to be ascertained.

ACTIONS

1. *The Town Clerk to contact Kemp and Kemp to find out the costs associated with representing the Town Council in this matter.*
2. *The Town Clerk to put this item on the agenda for the next Mayor’s Committee meeting.*

At a request from County Cllr Ian Hudspeth (who had to leave shortly) the Mayor asked the Council if they could take item 13 on the agenda next. Council agreed to the request.

WTC/107/15 OCC CONSULTATION – HOUSEHOLD WASTE RECYCLING CENTRES.

This consultation ends on 5th October and the letter outlining details of the consultation was considered by the Town Council.

Cllrs considered it to be difficult to make useful comments until they knew what was being proposed and where the alternative sites might be. They were concerned that OCC wished to reduce recycling centres to three across the county. Individual Cllrs and members of the public may wish to send their individual views to OCC. County Councillor Ian Hudspeth asked if a letter could be sent in support of a strategy going through as soon as possible as they will need this for the 106 funding.

RESOLVED that the Town Clerk writes to OCC confirming that Woodstock Town Council supports the necessity of a strategy for recycling centres.

WTC/108/15 BUDGET REVIEW

Councillor P Jay presented the Budget Review. In light of needing to save £35,000 from the requests for expenditure received from the various WTC Cllrs and Committees he asked Council to accept his recommendations. Lengthy discussion followed. Some Cllrs had failed to download or obtain hard copy of all the relevant papers and felt they needed more time to assimilate the figures and come to decisions. Cllr Yoxall proposed an alternative to the savings breakdown put forward by Cllr Jay. Cllr Jay agreed to incorporate these changes into his motion and Cllr Yoxall then seconded the amended proposal. This meant that the application for an increase of £10,000 for the Water Meadows budget was reduced, plans for the cemetery extension and for street signage were postponed, the TH and CC marketing budget was reduced and funding for unspecified property repairs was also reduced resulting in the savings listed below.

RESOLVED (by a majority of 6 for and 2 against) that WTC approves the Budget Review, applying these changes to the figures in the Budget Review 2015-2016.

Postpone extra routine maintenance to CC	saving £4000
Postpone Cemetery extension	saving £4000
Reduce Water Meadows maintenance budget	saving £6000
Reduce Marketing budget for TH & CC	saving £6000
Reduce unspecified property repairs	saving £4000
Postpone installing handrails at Green Lane cemetery	saving £4500
Postpone street signage	saving £5000
Review Xmas lights increase	saving £2000
TOTAL SAVING	£35,500

WTC/109/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – AUGUST 2015

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

(i) List of payments for August; Cllr J Cooper proposed, the Mayor seconded the motion and the Council

RESOLVED (unanimous) that the list of payments totalling £14,122.53 made in the month of August 2015 is approved.

(ii) Bank Reconciliation Statement for August 2015: The bank reconciliation statement for August 2015 was received and noted.

(iii) Summary and Detailed Income & Expenditure Statements for August 2015
The summary and detailed statements for August 2015 were received and noted.

WTC/110/15 *The QUEEN'S AWARD FOR VOLUNTARY SERVICE*

The Council received and considered a report from the Mayor on the Queen's Award for Voluntary Service. It was too late to nominate any group for this year but she wished to alert Cllrs to this matter so that they can consider possible organisations that could be nominated next year. Deputy Lord Lieutenant Crossland was concerned that there were very few applications for Oxfordshire organisations.

WTC/111/15 *OXFORDSHIRE MINERALS AND WASTE LOCAL PLAN: PART1 – CORE STRATEGY ADVANCE NOTICE OF CONSULTATION ON PROPOSED SUBMISSION DOCUMENT AUGUST 2015*

The OCC Minerals and Waste consultation will run from 19th August to 30th September 2015. The Town Council considered a report from Councillor Cooper on this consultation document with four recommendations he believed should be made to Oxfordshire Minerals and Waste Local Plan. These recommendations were proposed by Cllr Cooper and seconded by Cllr Yoxall and Council

RESOLVED (unanimously) to recommend OCC to

- (i) Explore the possibility of the Cotswold Line being used for transportation of sand and gravel extraction.
- (ii) Ask OCC to use every measure possible to reduce the number of trips to Slape Hill waste transfer station.
- (iii) Support policy M4 (j) keeping extraction sites away from Blenheim.
- (iv) Propose an amendment policy M7 so that the County Council is against fracking.

WTC/112/15 *ENVIRONMENT COMMITTEE*

The Council received and considered the minutes from the Environment Committee that took place on 25th August 2015. The Environment Committee made a recommendation to the Council about Infrastructure Priorities [MC/23/15]. The Council

RESOLVED (9 votes for, 1 vote against and 1 abstention) that in view of the uncertainty as to the best way forward to progress this subject, further discussion of this item is deferred until after the planning committee hearings on Woodstock East.

WTC/113/15 *GRAFFITI CLEAN UP BUDDS CLOSE UPDATE*

It was noted that the third and final contribution towards the cost of the graffiti clean-up at Budds Close has been received.

Cllrs would like it minuted that during all this matter the community policing was outstanding and thanks must go to the local PCSO. Thanks can be expressed to the Local Community Safety Partnership.

Action – Town Clerk to write to the Community Safety Partnership with the above comments.

WTC/114/15 *FOOTPATHS IN OLD WOODSTOCK*

A plan of the footpaths in old Woodstock had been circulated to members. The Mayor proposed the following motion that was seconded by Cllr E Jay that WTC welcomes the proposals from Blenheim to work towards a permissive path creative agreement in respect of paths 3 & 4 as identified on the plan and will encourage Hill Rise residents to remove encroachments on to Blenheim land to secure agreement at the earliest date. WTC further resolves to advise Paul Snell and Jane Hutton

(through her land agent) of these developments to discern if they might be willing to consider similar proposals for the paths crossing their land.

Discussion followed during which some Cllrs expressed concerns that this motion could disturb the present situation which was allowing permissive access to the relevant paths

The motion fell on a vote (5 votes in favour and 6 against).

WTC/115/15 REQUEST FROM OXFORDSHIRE RURAL COMMUNITY COUNCIL

An e-mail from ORCC but organised through *38 Degrees*, had been circulated requesting WTC sign a petition asking for reinstatement of the old Charity Commission website. Members agreed that WTC would take no action on this matter.

WTC/116/15 COMMITTEE MEMBERSHIP

The Cllrs considered a paper from the Mayor prepared following a request from the Environment Committee to look at the Standing Orders relating to Committee membership, particularly whether Cllrs could serve on both Mayor's and the Environment Committees. Standing Orders were silent on Committee numbers and on whether members could serve on both Committees. The Mayor said that Cllr Jay currently served on both Committees because he was asked to Chair the Environment Committee in the absence of other willing Cllrs. Standing Orders were currently under review and there seemed no reason to change the recent practice of Cllrs normally serving on only one of the two Committees (with the exceptions of the *ex officio* membership of Mayor and Deputy Mayor on both). If Cllrs wished to raise matters in a Committee on which they did not serve this was usually accepted and they had the option of asking a Cllr who did sit on that Committee to propose a motion on their behalf.

WTC/117/15 PICTORIAL TOWN MAP

The Town Council considered a report from Cllr Yoxall progressing the idea of placing pictorial maps around Woodstock. Cllr Yoxall will propose a suitable budget for this in the budget for 2016/2017 after obtaining at least three estimates. Cllrs agreed that all designs must come to the main Council meeting for approval.

RESOLVED that three estimates with possible designs for pictorial maps would be put on the agenda of a future Council meeting.

WTC/118/15 DISPOSAL OF WOODSTOCK POLICE STATION

The Town Council considered a report from Cllr Parnes on the possible outcomes of the disposal of the Woodstock Police Station. The matter was deferred until the next meeting.

WTC/119/15 MEETING OF COMMUNICATIONS WORKING GROUP

The minutes of the meeting of the Communications Working Group were received and considered. A discussion followed about the range of topics that might be included in the next Newsletter. Cllr Yoxall suggested eight topics for possible inclusion which he felt were all of greater priority than some of those proposed, but the Mayor only agreed to accept one of his suggestions viz: issues relating to HGV's and Brook Hill. The Mayor asked Cllr Yoxall to prepare an article about issues relating to HGVs and Brook Hill. She said that it should be possible to include a brief comment on the increased frequency of Farmers' Markets in the next newsletter.

WTC/120/15 EXCLUSION OF THE PUBLIC AND PRESS: The Mayor proposed, Cllr 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).

WTC121/15 PROPERTY REPORT

The Council received and considered the report from the Council Member for Property. The following resolutions were made:

1. 24 Market Place

RESOLVED

that WTC write to the Farmers' Market requesting that a gap is left beside the shop. Carter Jonas to receive detailed proposals from them for banners and access viability and to report back

2. 2 Market Street Recommendation

RESOLVED

that Carter Jonas continue to pursue a meeting with the company that hold the lease with a view to achieving a negotiated solution.

3. 4 Park Street

RESOLVED (8 votes for, 1 vote against and 1 abstention)

That WTC agrees that the tenancy is renewed for a two year term without a rent increase in return for the installation of a downstairs WC at the tenants expense.

4. 8 Park Street

RESOLVED

1. That WTC agrees to a nil rent increase for the next two years in return for the tenant re decorating and re carpeting.
2. WTC refuses the request to sell the property to the tenant.

5. Garages

RESOLVED (7 votes for, 2 against and 1 abstention) that WTC agrees to carry out the repair work at a cost of £500 at the same time as the work on the external decoration is done. Carter Jonas to pursue the owners who have not replied to the request to help share the cost.

6. Capability Brown Drawing

Members considered a report updating them on the sale of the Capability Brown Drawing.

RESOLVED that a decision on this matter is deferred until the Mayor's Committee on 22nd September.

WTC/122/15 THREAT OF LEGAL ACTION ABOUT NEW ROAD PLAY AREA

The Mayor updated the Council on all the relevant details and information received.

A substantial bill had been received from Henmans. WTC's agreement was needed before it could be paid. The Mayor commented that it is very likely that before the matter is settled there will be further significant costs. Members questioned whether in fact an estimate had been received initially and whether costs could be questioned but it was stated that the invoice had been drawn up according to special terms agreed previously with Henmans.

Members reassured the Mayor that the decisions taken so far had their full support.

RESOLVED that

1. The Town Clerk pays Henmans bill as soon as possible.
2. Making a case for WODC to share costs should be explored.

The Council then went back into public session.

The meeting closed at 10.45 pm

Signed Date