

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

**PRESENT:**

|                               |                  |
|-------------------------------|------------------|
| Cllr E Poskitt (Mayor)        | Cllr J Cooper    |
| Cllr C Carritt (Deputy Mayor) | Cllr M Robertson |
| Cllr Mrs E Stokes             | Cllr S Parnes    |
| Cllr Mrs E Jay                | Cllr P Jay       |
| Cllr T Wray                   |                  |

**WTC/175/15 APOLOGIES FOR ABSENCE:** Cllrs L Maybury, Mrs S Rasch and B Yoxall and County Cllr I Hudspeth.

**WTC/176/15 DECLARATIONS OF INTEREST:** Declarations of interest were received from the following Cllrs:

Cllr E Poskitt: Agenda Item 9, Planning– general interest as member of West Oxfordshire District Council (WODC) Uplands Planning subcommittee  
Cllr J Cooper: Agenda item 9, Planning as a WODC Councillor.

**WTC/177/15 MINUTES:** The Council received and considered the following minutes:

(i) The Meeting of the Town Council held on Tuesday 10<sup>th</sup> November 2015

The Council

**RESOLVED** that the minutes of the Town Council meeting held on Tuesday 10<sup>th</sup> November 2015 were approved. The Mayor then signed the minutes.

(ii) The Extraordinary meeting of the Town Council held on Tuesday 24<sup>th</sup> November 2015.

The Council

**RESOLVED** that the minutes of the Extraordinary Town Council meeting held on Tuesday 24<sup>th</sup> November 2015 were approved. The Mayor then signed the minutes.

**WTC/178/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA:**

Mrs Trish Redpath spoke about her continued concerns about the 'hidden' Strategic Housing Land Availability Assessment (SHLAA) figures in the deposit Local Plan and her fears that these might commit Woodstock to 180 dwellings without proper consultation. She briefed Cllrs about what took place at the recent Examination in Public and why she considered this to confirm that the Strategic Housing Market Assessment (SHMA) is based upon economic assessments rather than population needs.

**WTC/179/15 COUNCILLOR UPDATES**

(i) Report from County Cllr Ian Hudspeth. The December report from Cllr I Hudspeth was received and noted.

- (ii) Report from District Cllrs J Cooper and E Poskitt. The December report from District Cllrs Cooper and Poskitt was received and noted.

**WTC/180/15 COMMUNICATIONS:**

The Mayor laid the following before the Council and:

- (i) Noted that she had delivered a card of condolence from the Town to the French Embassy when she was in London soon after the November 13<sup>th</sup> outrage in Paris.
- (ii) Noted that she proposed that she sends a 'Get Well' card from the Council to Cllr B Yoxall's wife to wish her a speedy recovery following a recent operation.
- (iii) Noted that she will send a letter of thanks to Mrs Jean Hollis for the work that she has so diligently undertaken on behalf of the Royal British Legion Poppy Appeal over many years.
- (iv) Informed Cllrs that the Lord Lieutenant had written requesting that the Town celebrate the 90<sup>th</sup> Birthday of Her Majesty the Queen during the weekend of 10<sup>th</sup> to 12<sup>th</sup> June 2016. The Mayor considered that any activities should be 'Town' events in collaboration with other Woodstock groups, societies and residents. She will call a meeting in the New Year and invite groups to attend and share their ideas. She noted that there will be a national litter pick over three days during the first weekend in March as a preliminary to the celebrations and that Blenheim estate were planning to involve Primary Scholl pupils in litter picking on the Friday of that weekend.
- (v) Updated Cllrs about her interactions on 'Small Business Day. She had spoken to many stall holders at the Farmers Market and the feedback had been universally positive. She had also visited around 60 shops. The Mayor had earlier delivered letters to the shops asking for donations towards the Christmas Lights. Donation envelopes are also available in the Town Hall foyer for people wishing to make contributions.
- (vi) Informed Cllrs about the Radio Oxford 'New Socks' appeal for the homeless. A donation box will be placed in the foyer of the Town Hall. The Witney, Chipping Norton and Carterton Town Councils are also supporting the appeal.
- (vii) Reminded Cllrs that the Mayor's Carols will be on 12<sup>th</sup> December and that volunteers would be warmly welcomed. This year's event will feature local children from the Primary School reading their own Christmas themed poems.
- (viii) Informed Cllrs that she, the Deputy Mayor and the Chairman of the Environment Committee had recently attended a useful meeting with the Bowls and Tennis Club and noted that tennis club membership numbers were increasing.
- (ix) Noted that the Post Office will be closed in January 2016 for refurbishment.
- (x) The Deputy Mayor also raised the matter that British Gas will be digging up Market Street as a continuation to their previous work. The new phase of work will affect Brown's Lane and Park Street and will be undertaken in January or February 2016.

**WTC/181/15 QUESTIONS:** None.

**WTC/182/15 MOTIONS PRESENTED TO THE COUNCIL:** None.

**WTC/183/15 PLANNING** The Mayor and Cllr J Cooper declared general interests.

- (i) Planning Applications: The following planning applications were received and considered.

a) Ref: 15/04072/S73 – 3 Field Barn Cottages, Woodleys, Woodstock: Non-compliance with condition 5 of planning permission 14/1154/P/FP to allow changes to opening times.

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

b) Ref: 15/04109/HHD – 9 Cadogan Park, Woodstock: Erection of extension to garage with first floor extension above.

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

c) Ref: 15/04049/HHD & 15/04263/LBC – 7 Park Street, Woodstock: Alterations to include enlargement of approved single storey rear extension, internal alterations in the basement to reveal recently discovered historic well and construction of replacement garden shed.

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

(ii) Notification of Planning Appeal – I Glovers Close, Woodstock. WTC confirmed that it did not wish to take any further action on this matter.

(iii) West Oxfordshire Community Infrastructure Levy – Settlement Boundary Consultation. The Council received and noted the WODC Community Infrastructure Levy Settlement Boundary Consultation and confirmed that it did not wish to respond to the consultation.

(iv) Local Plan Examination in Public. WTC agreed to defer this item at the request of Cllr S Parnes.

**ACTION:** *This item will be brought forward to January 2016*

(v) WODC Planning. A report from Cllr S Parnes was received and noted.

(vi) Cherwell District Council (CDC) Consultation – Draft Supplementary Planning Document (SPD) to guide the ‘North West Bicester Eco Development’. The CDC SPD ‘North West Bicester Eco Development’ consultation was received and noted. WTC confirmed that it did not wish to take any further action on this matter.

#### **WTC/184/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2015**

The Council received and considered the report of the Responsible Financial Officer. Cllr P Jay proposed, Cllr J Cooper seconded the motion and the Council

**RESOLVED** (unanimous) that items (i) and (iv) are approved and items (ii)-(iii) noted.

(i) List of payments

**RESOLVED** (unanimous) that the list of payments totalling £45,220.21 made in the month of November 2015 is approved.

(ii) Bank Reconciliation Statement. Noted.

(iii) Summary & Detailed Income & Expenditure Statements. Noted.

(iv) S137 Payment to the Royal British Legion for the Remembrance Service wreaths. Noted and approved.

- (v) 2015/16 Budgetary Provision for Town Hall Maintenance. The follow-up paper Brought forward by Cllr B Yoxall was deferred as he was not at this meeting.

**ACTION:** *This item will be brought forward to January 2016*

**WTC/185/15 WINTER WEATHER:**

- (i) Concerns about new-build developments in Woodstock. This item was deferred until January 2016.

**ACTION:** *This item will be brought forward to January 2016*

- (ii) Winter Weather Drill. The paper from Cllr P Jay was received and noted.

**WTC/186/15 NEIGHBOURHOOD PLAN WORKING GROUP:** This item was deferred until the January TC meeting at the request of the Chairman of this group.

The Council received and agreed to the request from a resident that the SAVE Woodstock banner be removed from the front of his property as it is not needed at present. The Mayor proposed, Cllr M Robertson seconded and the Council

**RESOLVED** (6 votes for - 3 Cllrs did not participate in the vote) that the banner at the Water Meadows should also be removed.

It was noted that the banners had been a success. The resident who kindly agreed to have one displayed on his wall will be thanked.

**ACTION:** *A letter of thanks will be sent to Mr Giffin.*

Cllr P Jay asked that Cllrs send him any comments that they may have about the draft paper that he has prepared called 'Woodstock 2050: Towards a Vision'.

**WTC/187/15 BROOK HILL TRAFFIC – ACTION AFTER THE TRAFFIC ADVISORY COMMITTEE:**

An update from OCC was received and considered. OCC can do a traffic survey if WTC pays for it but have not provided the price for doing so. Discussion followed about whether local residents might undertake the survey instead but this was not considered to be feasible. Cllr P Jay proposed, Cllr S Parnes seconded the motion and the Council

**RESOLVED** (7 votes for and 2 abstentions) that the Town Clerk will commission the traffic survey if the cost comes within her delegated financial authority to do so.

A quote for the installation of yellow lines at Brook Hill has been received from OCC

**ACTION:** *This information will be forwarded to Mark Owen of Owen Mumford in the hope that he will be willing to make a contribution. This matter will be further considered when the EC meets in February 2016.*

**WTC/188/15 JOINT COMMITTEE – TOWN PALACE DIALOGUE.** This item was deferred until the January TC meeting at the request of the Chairman of this group.

**ACTION:** *This item will be brought forward to January 2016*

**WTC/189/15 WODC PARISH LIAISON MEETING:** WODC had distributed a resumé of this meeting which had been circulated to Cllrs so the item was withdrawn.

**WTC/190/15 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).

**WTC/191/15 WEB SITE SUCCESSION PLANNING:** The Woodstock Town Council web site is very informative and transparent. It is currently updated and maintained by Cllr Colin Carritt who, after many years of service, will stand down from the Council in May 2016. Therefore WTC needs to put a web site succession plan into place to ensure continuity. The Mayor proposed, Cllr Mrs E Jay seconded the motion and the Council

**RESOLVED:** That

1. the maintenance and update of the Council's web site becomes part of the Administrative Assistant's job.
2. the Administrative Assistant's basic hours will be increased by one additional hour every week to enable the web site to be maintained to the current high standard.
3. the Town Clerk will amend the job description for the post of Administrative Assistant and Mrs Inker's staff contract accordingly with effect from 1<sup>st</sup> January 2016.
4. Cllr Colin Carritt commences web site training with Mrs Inker in January 2016.
5. Mrs Inker takes over the running and maintenance of the Woodstock Town Council web site on 1<sup>st</sup> May 2016.

**WTC/192/15 NEW ROAD PLAY AREA:** The Mayor noted that Cllrs had been sent copies of the relevant papers. She reported the timeline and process relating to this matter and highlighted the actions that WTC had undertaken. Cllr T Wray thanked the Mayor for taking this matter forward and asked that it be recorded in the minutes that the Mayor has her full support. Cllr P Jay also asked that it be recorded that the Mayor had his whole-hearted support for the way in which she has dealt with this matter and that she should be commended and supported. Cllrs supported the Mayor's use of the Council's legal advisors when required and noted that the Council needed to continue to action the legal advice received in order to protect itself until further notice.

**WTC/193/15 PROPERTY MATTERS.** Cllrs received and noted the report from the Council Member for Property.

The Council then went back into public session.

The meeting closed at 9.12pm

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