

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 11th AUGUST 2015
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr E Poskitt (Mayor)	Cllr C Carritt (Deputy Mayor)
Cllr J Cooper	Cllr B Yoxall
Cllr S Parnes	Cllr Mrs E Stokes
Cllr T Wray	

ALSO IN ATTENDANCE: 4 members of the public.

WTC/77/15 APOLOGIES FOR ABSENCE: Cllrs M Robertson, P Jay, Mrs E Jay, Mrs S Rasch, L Maybury and County Cllr Ian Hudspeth.

WTC/78/15 DECLARATIONS OF INTEREST: No pecuniary interests were declared at this meeting. General declarations of interest were declared by the following Cllrs:

Cllr E Poskitt: Agenda Item 10, Planning as Member of WODC who sits on the Uplands Planning sub-committee.

Cllr J Cooper: Agenda item 10, Planning as a WODC Councillor.

Cllr C Carritt: Agenda Item 10, Planning Application (i) (c) Ref: 15/02620/S73 as a friend of the applicant.

WTC/79/15 MINUTES: The Council

RESOLVED that the minutes of the Town Council meeting that took place on Tuesday 14th July 2015 were approved and signed as a correct record subject to the following amendments:

WTC/59/15 Public Participation Session with Respect to Items on the Agenda (ii) Mrs Trish Redpath. The word 'obligations' was deleted in the third line and replaced by the word 'objections'.

WTC/65/15 Updates on Woodstock East' Application: (i) Town Meeting. The first resolution was amended to read "Resolved (unanimous) that Mrs Ann Grant be thanked for taking the minutes at this meeting.

The Mayor then signed the minutes.

WTC/80/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

(i) Dr Bob McGurrian – Complaint, New Road Play Area

Dr McGurrian addressed the Council about the complaint against the Town Council entitled "Inaction of Woodstock Town Council to Informal Complaints by Residents Concerning Noise Nuisance/Annoyance at New Road Play Ground". He noted that the next Mayor's Committee meeting is 22nd Sept and at this meeting the complainants call for a formal response to the first stage of their complaint without further delay.

(ii) Mrs Trish Redpath SHLAA and Woodstock East

Mrs Redpath addressed the Council and noted that she had been right about her worries about the Strategic Housing Land Availability Assessment (SHLAA) and that the WTC planning consultants had confirmed that other than the early opportunities

years ago when the SHLAA was first mooted there has not been a subsequent opportunity to make comment not even during the consultation about the Local Plan. She asked that Huw Mellor be asked to represent Woodstock at the two planning committee meetings.

(iii) Mr Dennis Allen

Mr Allen addressed the Council about planning application 15/02620/S73 which is a variation to 12/1333/P/FP 1 Upper Brook Hill and explained the proposed variation to the smaller bedroom and the top floor. No other dimension on the house has been altered. The parapet on the roof is 9.5 – 10 inches higher on the lower part of the build and there is no gain inside the house. These are technical alterations and this house is still the lowest of the surrounding houses.

WTC/81/15 COUNTY AND DISTRICT COUNCILLOR UPDATES

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

(ii) Report from District Councillors J Cooper and E Poskitt: The report from District Cllrs J Cooper & E Poskitt was received and noted.

WTC/82/15 COMMUNICATIONS: The Mayor noted that:

1. The Natural History Society will be 40 years old this year and so should be congratulated. Members undertook a flora and fauna survey when the Society was initially established and so it would be nice if another survey could be undertaken.
2. The church renovation committee has asked the Council for a letter of support as this will help with their fund raising efforts. The Council supported their efforts and the Mayor will write accordingly.
3. The recent OPA 'Play and Activity Day' was very interesting and enjoyable. The Mayor had sent a personal letter of thanks to the organisers.
4. The British Legion will be laying a wreath at the war memorial at 11am on Saturday 15th August to commemorate VJ Day.
5. It is the Mayor's Civic Service on Sunday 16th August – Cllrs were reminded to gather at the Town Hall at 10.45am.
6. The Council agreed that the Mayor should send its condolences to a Woodstock family who have recently lost their daughter.

WTC/83/15 QUESTIONS: The following question was received under Standing Order No 8 from Cllr S Parnes:

"Why has the Town Council website not published Agendas for Town Council or Committee Meetings for the 5 meetings since the 12th May Annual Town Council Meeting, bearing in mind the website states: "Agendas are normally available on this website from between 6 and 3 days before the meeting date."

The Mayor reminded Cllr Parnes that it is not a statutory requirement for the Council to put agendas on the web site, that committee agendas were not posted on the web site and that the web site is managed on a voluntary basis.

WTC/84/15 MOTIONS PRESENTED TO COUNCIL: Cllr S Parnes proposed that Woodstock Town Council RESOLVES to ask the Town Clerk to write to the Oxfordshire Play Association, notifying of the Town Council's great appreciation for the Woodstock Play And Activity Day event which was held on July 29th, to request WTC's appreciation be conveyed by OPA to its stakeholders and participants as deems

appropriate, and to enthusiastically invite the OPA to consider Woodstock as a venue for future Play And Activity Day events including if possible with increased frequency.”

Cllr B Yoxall seconded the motion and discussion followed. The Mayor proposed an amendment whereby The Mayor writes to OPA to congratulate them on a successful day, thank them for arranging the event and to note that WTC hopes that they will come back to Woodstock in the future. Cllr Parnes did not accept this amendment. Cllr C Carritt seconded the motion and the Council

RESOLVED (5 votes for and 2 votes against) that the amendment is carried.

The amended resolution was then taken and the Council

RESOLVED (6 votes for and 1 vote against) that The Mayor will write to OPA to congratulate them on a successful day, thank them for arranging the event and to note that WTC hopes that they will come back to Woodstock in the future.

ACTION: *The Mayor will write to OPA.*

WTC/85/15 **WOODSTOCK EXHIBITION FOUNDATION**

The Council noted that Cllr Mrs L Maybury had resigned as a Trustee on the Woodstock Exhibition Foundation. The Mayor proposed, Cllr J Cooper seconded the motion and it was

RESOLVED that Cllr Mrs S Rasch is nominated by WTC as a replacement Trustee.

ACTION: *The Town Clerk will notify the Woodstock Exhibition Foundation that WTC has nominated Cllr Mrs S Rasch to replace Cllr L Maybury as a WTC Trustee on the Foundation.*

WTC/86/15 **PLANNING** The Mayor and Cllr J Cooper declared general interests.

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

(a) Ref: 15/02403/OUT - 21 Mavor Close, Woodstock: Erection of detached dwelling with off road parking. The Deputy Mayor proposed, The Mayor seconded the motion and the Council

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

(b) Ref: 15/02617/LBC - 3 Park Lane, Woodstock: Alterations to replace four windows. The Deputy Mayor proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED that WTC supports this planning application.

(c) Ref: 15/02620/S73 variation to 12/1333/P/FP - 1 Upper Brook Hill, Woodstock: Variation of conditions 2 and 4 of application 12/1333/P/FP. Condition 2 to be varied to reflect drawings as constructed. Condition 4 to be varied to include window W7. Cllr C Carritt declared a general interest and did not take part in the vote. Cllr T Wray proposed, Cllr Mrs E Stokes seconded the motion and the Council

RESOLVED that WTC supports this planning application.

(d) Ref: 15/02878/HHD - 70 Oxford Street, Woodstock: Monopitch glass roof and steel support frame to rear. The Mayor proposed and the Council

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

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

(ii) Shipton Road Speed Limits –B/F from the Mayor’s Committee

The Council received and considered a report from Cllr S Parnes and an email from a resident. A motion proposed by Cllr Parnes was not seconded and therefore fell.

The Council agreed to take the item about ‘Infrastructure Priorities after the Mayor’s Committee Minutes had been considered.

WTC/87/15 THAMES WATER

(i) Installation of a new Sewer via Budd’s Close

The Council received and considered information about the installation of a new sewer at Budds Close, an official notice from Thames Water that requires WTC agreement and a report from the Town Clerk. Cllr J Cooper proposed that the Town Clerk signs and returns one copy of the official notice as requested by Thames Water. Cllr C Carritt seconded the motion but asked for an amendment whereby Thames Water will be advised that every effort should be made to provide access to residents and emergency vehicles at all times.

RESOLVED that the Town Clerk is given permission to sign the Thames Water Agreement and will advise Thames Water that every effort should be made to provide access to residents and emergency vehicles at all times.

(ii) Un-notified disruption of Thames Water on the Shipton Road Development

The Mayor ruled that the report from Cllr S Parnes had already been presented to the Mayor’s Committee but was not seconded at that meeting and so the Council should move to the next item on the agenda.

WTC/88/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2015

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

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

RESOLVED (unanimous) that the list of payments totalling £21,304.32 made in the month of July 2015 is approved.

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

(iii) Summary and Detailed Income & Expenditure Statements for July 2015

The summary and detailed statements for July 2015 were received and noted.

WTC/89/15 WODC CONSULTATION ABOUT THE GAMBLING ACT 2005

The Council received and considered consultation documents from WODC. The Mayor noted that in the second bullet point in section 19.3 it refers to a resolution made at a meeting on 21 October 2015 but that we are currently in August.

ACTION: *The Town Clerk will notify WODC of this error.*

WTC/90/15 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 Mayor asked Cllr J Cooper if he would review the consultation documents and he agreed to do so.

RESOLVED that Cllr J Cooper will review the OCC Minerals and Waste consultation documents and report back to Council in September if required.

ACTION: *The Town Clerk will ask OCC to send a copy of the consultation documents to the Woodstock Library.*

WTC/91/15 MAYOR'S COMMITTEE

The Council received and considered the minutes from the Mayor's Committee that took place on 28th July 2015. The Mayor's Committee made a recommendation to the Council about Infrastructure Priorities [MC/23/15]. The MC proposed and the Council

RESOLVED (4 votes for, 2 votes against and 1 abstention) that the Council defers taking any action on what was agreed at the last Town Council meeting [WTC/69/15 (6)] for the time being until there has been a proper debate about infrastructure issues and that should the application for Woodstock East fail then WTC proceed with a public consultation exercise.

Cllr S Parnes asked for a named vote the results of which were:

For: Cllr B Yoxall, Mrs E Stokes, C Carritt and E Poskitt (4)

Against: Cllrs S Parnes and J Cooper

Abstention: Cllr T Wray

WTC/92/15 INFRASTRUCTURE PRIORITIES

The Council received and considered a report from Cllr B Yoxall and extracts from the WODC Infrastructure Delivery Plan Regarding Woodstock. Cllr B Yoxall proposed that WTC, cognisant of the recommendation from the Mayor's Committee in respect of this subject, should consider possible infrastructure project improvements for the Town to recommend confidentially to OCC and WODC, and the prioritisation thereof, in time for the determination of the Woodstock East Planning Application. Cllr C Carritt seconded the motion on condition that the word 'confidentially' was removed and Cllr Yoxall agreed to this.

Cllr S Parnes called for a named vote the results of which were:

For: Cllrs B Yoxall, C Carritt and Mrs E Stokes (3)

Against: Cllrs S Parnes and J Cooper (2)

Abstentions: Cllrs T Wray and E Poskitt (2)

RESOLVED that WTC, cognisant of the recommendation from the Mayor's Committee in respect of this subject, should consider possible infrastructure project

improvements for the Town to recommend to OCC and WODC, and the prioritisation thereof, in time for the determination of the Woodstock East Planning Application.

ACTIONS:

1. *Cllr B Yoxall will bring a paper to the September TC meeting.*
2. *All Cllrs are asked to submit ideas about infrastructure priorities to Cllr Yoxall in order that there is a complete list to discuss when the Council meets in September.*
3. *In the fullness of time a full public consultation is developed utilising tools such as the WTC Newsletter and web site and the Woodstock & Bladon News.*

WTC/93/15 OCC EVENT: TO ENABLE OXFORDSHIRE TOWN AND PARISH COUNCILS TO WORK TOGETHER

The Council received and considered an invitation from OCC to an event on 21st September 2015 and it was noted that The Town Mayor and Town Clerk would attend.

WTC/94/15 EXCLUSION OF THE PUBLIC AND PRESS: Cllr J Cooper proposed, the Mayor 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/95/15 PROPERTY REPORT

The Council received and considered the report from the Council Member for Property. The following was noted:

1. Community Centre:
 - a) Heating

The radiators in the 2 ground floor offices need to be replaced. 2 quotations and a recommendation from Carter Jonas were received and considered. The Mayor proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED that Thermalec are commissioned to carry out this work.

- b) Alarm Panel

Chubb have sent a revised estimate and recommend that the alarm panel be moved downstairs. As this work is essential the Mayor proposed, Cllr J Cooper seconded the motion and it was

RESOLVED that Chubb be commissioned to undertake this work as soon as possible.

2. Town hall

There are three surplus filing cabinets in the Town Hall

RESOLVED that the 3 small filing cabinets which are surplus be disposed of by donating 2 to the Youth Club and giving the 3rd to the Town Clerk in return for a donation to the Mayor's charities.

3. Capability Brown Drawing

In July the Capability Brown Drawing failed to reach its reserve selling price at auction. The Council is currently awaiting advice from Bonhams, the auctioneers, who are aware that Blenheim Estate has expressed an interest in the picture. Cllr J Cooper proposed, Cllr Brian Yoxall seconded the motion and the Council

RESOLVED (4 votes for, 1 against and 2 abstentions) that the Mayor seeks a meeting with the Palace and that the Council member for property and the Town Clerk accompany her. No commitment to be made at that meeting which will be solely for the purpose of finding out what their proposals are.

Cllr S Parnes asked for a named vote the result of which was as follows:

For: Cllrs B Yoxall, Mrs E Stokes, J Cooper and C Carritt (4)

Against: Cllr S Parnes (1)

Abstentions: Cllrs Poskitt and Wray (2)

ACTIONS:

- 1, *The Town Mayor will liaise with the Chief Executive of Blenheim Estate to set up a meeting.*
2. *The Town Clerk will update the NALC solicitors about the sale and ask for further advice.*

WTC/96/15 THREAT OF LEGAL ACTION ABOUT NEW ROAD PLAY AREA

The Council received and noted correspondence between HMG Law and WTC. They also considered the advice and three recommendations from Henmans Freeth the Council's solicitors. The Council

RESOLVED that

1. The Town Clerk asks Henmans Freeth to confirm their costs to date on this action.
2. The Town Clerk confirms with Henmans Freeth the cost of their progressing recommendations 1 and 2.
3. If the costs of recommendations 1 and 2 are within her authorised signing powers the Town Clerk will ask Henmans Freeth to progress these items.
4. The Town Clerk drafts the letter advised by Henmans Freeth at recommendation 3 and asks the Council's solicitors to check and comment upon the letter before it is finalised and despatched.

The Council then went back into public session.

The meeting closed at 9.30 pm

Signed Date