

**MINUTES OF THE ANNUAL MEETING AND ALSO
THE MONTHLY MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 12th MAY 2015
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

I ANNUAL MEETING

PRESENT:

Cllr J Cooper (Mayor)	Cllr M Robertson (Deputy Mayor)	Cllr B Yoxall
Cllr Mrs S Rasch	Cllr P Jay	Cllr Mrs E Jay
Cllr S Parnes	Cllr E Poskitt	Cllr Mrs E Stokes
Cllr L Maybury	Cllr T Wray (from Agenda item 3)	Cllr C Carritt

ALSO IN ATTENDANCE: County Cllr I Hudspeth (from agenda item 29) and 14 members of the public.

PRO-FORMA ISSUES

WTC/1/15 ELECTION OF TOWN MAYOR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE. Cllr C Carritt nominated Cllr E Poskitt and this nomination was seconded by Cllr J Cooper. There were no other nominations.

RESOLVED: That Cllr E Poskitt is elected as Mayor of Woodstock for 2015/16.

Cllr Poskitt signed the acceptance of office form in the presence of the Town Clerk and then assumed the Chair.

WTC/2/15 ELECTION OF DEPUTY TOWN MAYOR AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE. The Mayor nominated Cllr C Carritt and this nomination was seconded by Cllr M Robertson. There were no other nominations.

RESOLVED: That Cllr C Carritt is elected as Deputy Mayor of Woodstock for 2015/16.

Cllr Carritt signed the acceptance of office form in the presence of the Town Clerk.

WTC/3/15 APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES AND WORKING GROUPS. The Clerk had previously circulated the current list of WTC Committees, Working Groups and Council members with particular responsibilities. The Council

RESOLVED that:

- (i) Cllr M Robertson will continue as Council Member for Property (CMfP).
- (ii) Cllr P Jay will continue as the lead Cllr on finance.
- (iii) Cllr S Rasch will join the Environment Working Group
- (iv) Cllr B Yoxall stood down from leading on Winter Weather. He was thanked for his services and commitment to this issue.
- (v) Cllrs J Cooper and S Parnes will join the Police Station Working Group
- (vi) Cllrs J Cooper and M Robertson stood down from the Open Spaces and Footpaths Working Group.
- (vii) Cllr M Robertson stood down from the Environment Committee.
- (viii) Cllrs J Cooper and M Robertson are no longer members of the Open Spaces and Footpaths Working Group but Honorary Townsman Mr John Banbury and Mr Stan Scott are.

The membership of the WTC Committees and Working Groups is currently as detailed in Appendix A of these minutes.

WTC/4/15 **APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES.** The Clerk had previously circulated the current list of members serving on outside bodies. The Council

RESOLVED that:

- (i) The Friends of Woodstock Library Group is deleted from the list of outside bodies.
- (ii) The Sir Robert Cocks Education Charity is deleted from the list of outside bodies as it has closed and its proceeds passed to the Woodstock Exhibition Foundation.

ACTION: *The Mayor will recover the minute books for storage in the muniment room.*

- (iii) Cllr T Wray is removed from the list of trustees on the Woodstock Exhibition Foundation.
- (iv) Cllr J Cooper asked to join the Oxford Airport Consultative Committee

RESOLVED that WTC nominate Cllrs S Parnes and J Cooper to join the Oxford Airport Committee for approval at its next meeting.

ACTION: *The Town Clerk will ask the Oxford Airport Consultative Committee whether Cllr J Cooper can join the committee.*

- (v) Cllr S Parnes asked to join the Traffic Advisory Committee (TAC) and so this request will be put to the next TAC meeting
- (vi) Cllr L Maybury was removed from the Youth Club Committee. Cllr Mrs S Rasch asked to join this committee. This request will be put to the Youth Club Committee.

The current WTC Cllr involvement on outside bodies is as detailed in Appendix A of these minutes.

WTC/5/15 **TO RECEIVE DECLARATIONS OF INTEREST:** These were noted at minute WTC/11/15.

WTC/6/15 **APPOINTMENT OF PROFESSIONAL BODIES**

- (i) Solicitors
RESOLVED: That Henmans Frith will be retained at the WTC solicitors.
- (ii) Property Agents
RESOLVED: That Carter Jonas will be retained as WTC's property agents.
- (iii) Bankers
RESOLVED: That Unity Bank will be retained as WTC's bankers.
- (iv) Insurers
RESOLVED: That Zurich Municipal will be retained as the WTC insurers.
- (v) Internal Auditor
RESOLVED: That Patricia Ingham will be retained as the internal auditor for 2015/16.

- (vi) Planning Advisors
RESOLVED: That Kemp and Kemp will be retained as WTC's planning advisors.

WTC/7/15 **STANDING ORDERS AND FINANCIAL REGULATIONS**

RESOLVED: That WTC will continue to use the Standing Orders and Financial Regulations issued in July 2012 as amended in October 2012.

WTC/8/15 **ASSET REGISTER AND RISK ASSESSMENT FOR 2015/16:** WTC noted that the assets register and risk assessment are up to date and will continue be reviewed and updated as required during 2015/16.

WTC/9/15 **CALENDAR OF MEETINGS:** The calendar of meetings was received and considered.

RESOLVED: That the Calendar of meetings prepared by the Town Clerk is approved subject to an additional Environment Committee meeting being scheduled for Monday 14th December 2015.

II **MAY MONTHLY TOWN COUNCIL MEETING**

WTC/10/15 **APOLOGIES FOR ABSENCE:** None, all Cllrs were at the meeting.

WTC/11/15 **DECLARATIONS OF INTEREST:** Cllr E Poskitt declared a pecuniary interest in Agenda Item 22 Updates on 'Woodstock East' Planning Application as she lives at Hedge End and left the meeting whilst this matter was discussed.

The following Cllrs declared general interests:

Cllr E Poskitt: Agenda item 20, Planning as Member of WODC who sits on the Uplands Planning sub-committee.

Cllr J Cooper: Agenda item 20, Planning as a WODC Planning Committee Member.

WTC/12/15 **MINUTES:** The Council

RESOLVED that the minutes of the Town Council meeting that took place on Tuesday 14th April 2015 were approved and signed as a correct record subject to the following amendment to minute WTC/279/14: The last sentence in the last but one paragraph of this minute was amended to read "She said the Police Commissioner has done due process on the sale of the Police Station site and is happy that it has been done correctly".

The Mayor then signed the minutes.

Cllr B Yoxall noted that a resident had pointed out that minute WTC/260/14 Communications contained an inaccuracy. It was Mr Peter Blake who was Mayor. Mrs Jane Blake had been the Mayoress. Cllr M Robertson proposed, Cllr T Wray seconded the motion and the Council

RESOLVED that the Mayor write to Mrs Val Read and thank her for her correction.

ACTION: *The Mayor will write to Mrs Read*

WTC/13/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

- (i) Mrs Ulli Parkinson: addressed the Council and complained about the detrimental effects of football being played on the MUGA in the New Road play area.
- (ii) Mrs Alison Matthews: addressed the Council about her concerns about the proposed changes to parking in the town centre, the proposals for residents' parking and the consultation process.

The Mayor proposed and the Council agreed that the Council bring forward Agenda Items 28 and 29 as these items may be of particular interest to residents.

WTC/14/15 TRAFFIC ADVISORY COMMITTEE: The Town Council received and considered the minutes from the meeting of the Traffic Advisory Committee that was held on Wednesday 6th May 2015. Cllr C Carritt said that an amendment would be proposed that an additional bullet point be added under item 7 of the minutes, Town Centre Parking Review, that the TAC seek a meeting with WODC to find out precisely why they will not move on the issue of residents parking'. The draft minutes were then noted.

County Cllr Ian Hudspeth joined the meeting at this point.

WTC/15/15 PROPOSAL TO DEREGULATE PARKING IN SPECIFIC AREAS WITHIN WOODSTOCK TOWN CENTRE: Cllrs received and considered a report from Cllr C Carritt and an additional paper that explained the background and history about the recent parking proposals within the town. Cllr C Carritt reminded Cllrs that the Town Council had unanimously approved to tighten up enforcement and to have discussions with OCC/WODC to see what can be done about off street parking. He noted that a further 20 spaces are currently needed to achieve a total of 87 deregulated parking spaces. Discussion followed. Cllr I Hudspeth noted that any parking scheme is controversial. Last year it was proposed to tighten up enforcement regulations but OCC policy is clear that this cannot be done if there is no compensation to residents. WODC were not prepared to support a residents' parking scheme so this compensation to residents was missing. They have therefore reached an impasse. Cllr I Hudspeth agreed that better enforcement was required but that you should not enforce something that would penalise residents. He noted that we need to do something to ensure a churn of traffic, particularly by the triangle outside the Co-op.

Cllr C Carritt proposed the motion in his report. Cllr B Yoxall proposed an amendment to Cllr Carritt's motion that: recognising the concerns expressed by residents about the validity of the conclusions proposed in the most recent parking review WTC:

- a) Hereby formally requests Oxfordshire County Council to conduct a further public consultation exercise to thoroughly evaluate the broad principles of the proposals in the review.
- b) In the meantime agrees to take no further action on the proposals other than to have further discussions with the principal authorities with a view to seeing what might be done to meet the concerns of town centre residents about off-street parking.

The Mayor considered this to be a new motion so Cllr C Carritt withdrew his original motion and seconded the new motion proposed by Cllr B Yoxall.

Cllr M Robertson proposed an amendment whereby an additional point was added to the motion as follows:

- c) This Council makes strong representations to WODC regarding residents permit parking and asks them to revise their policy.

The proposer and seconder accepted this amendment to the motion.

RESOLVED (unanimous) that recognising the concerns expressed by residents about the validity of the conclusions proposed in the most recent parking review WTC:

- a) Hereby formally requests Oxfordshire County Council to conduct a further public consultation exercise to thoroughly evaluate the broad principles of the proposals in the review.
- b) In the meantime agrees to take no further action on the proposals other than to have further discussions with the principal authorities with a view to seeing what might be done to meet the concerns of town centre residents about off-street parking.
- c) This Council makes strong representations to WODC regarding residents permit parking and asks them to revise their policy.

During the discussions Cllr Carritt confirmed that there was no risk of OCC/WODC taking any further action to escalate the parking proposals.

WTC/16/15 COUNTY AND DISTRICT COUNCILLOR UPDATES

(i) Report from County Councillor I Hudspeth: The report from Cllr I Hudspeth was received and noted. He confirmed that there will be further budget reductions in 2016/17 and that there could be a revised budget for 2015/16 although it was too early to confirm this. More out-sourcing of social care may result. Cllr Hudspeth confirmed that there had been no consultation about becoming a unitary authority as there were currently no plans to become one. The government manifesto says that any moves to become a unitary authority must be voluntary.

(ii) Report from District Councillors J Cooper and E Poskitt: The Council noted the May report from District Cllrs J Cooper & E Poskitt.

WTC/17/15 COMMUNICATIONS: The Mayor noted that:

1. A number of Cllrs and the Town Clerk had attended the recent VE Day church service
2. In a letter from Mr Peter Luff celebrations were being proposed for 2015 to mark the signing of the Magna Carta etc. 14th June has been declared a democracy day and Councils and communities are being encouraged to mark it in some way e.g. by joining a 'LiberTEA' celebration at 3pm and serving tea and cake. In Woodstock it has been suggested that young people may want to hold a picnic in the museum gardens, tea, coffee and cake could be served in the Mayor's Parlour, people could be invited to look at the Wall Hangings in the Assembly Rooms and a mock signing of the Magna Carta could be staged on the Market Place.

WTC/18/15 QUESTIONS: None.

WTC/19/15 MOTIONS PRESENTED TO COUNCIL: The Council received and considered the following motion submitted in accordance with WTC Standing Orders by Cllr C Carritt, seconded by Cllr M Robertson and the Council

RESOLVED: (8 votes for, 3 votes against and 1 abstention) that WTC resolves to invite Councillors to sign up to the following protocol for communications between Councillors:-

1. Councillors should refrain from personal criticism of individual fellow councillors.
2. Where disagreements arise between (individual) councillors these should be resolved between those concerned or through the town clerk and should not be communicated to others.
3. Only if there is an issue of public interest of which all councillors need to be aware, should communications on personal disagreements be copied to others.
4. In the interests of minimising the volume of communications between Councillors, emails and other correspondence should be issued on a “need to know” basis and not routinely copied to all.

WTC/20/15 **SUBMISSION OF PAPERS IN SUPPORT OF AGENDA ITEMS:** The Council received and considered a paper from Cllr P Jay requiring that all agenda items be accompanied by a paper so that nothing is sprung on Cllrs during a meeting. Cllr P Jay proposed, Cllr C Carritt seconded the motion and the Council

RESOLVED (11 votes for and 1 abstention) that the Town Clerk is required to exclude from the agenda items marked ‘oral report’, unless in her absolute discretion she considers that the urgency of the matter is such that no other format will be practical.

ACTION: *The Standing Orders will be amended in due course to reflect this policy decision.*

WTC/21/15 **WOODSTOCK FARMERS MARKET** (B/F from April 2015). The Council received and considered the response from Wake Up To Woodstock to the approach from Thames Valley Farmers Market for a second monthly Farmers Market in Woodstock. The Council considered that no restrictions should be placed upon the type of stalls that might affect competition.

Cllr C Carritt proposed, Cllr P Jay seconded the motion and the Council

RESOLVED (unanimous) that WTC write to Thames Valley Farmers Market and support their application for a second monthly market and ask them to contact the Town Clerk with regard to electricity supply, previously booked weddings. WTC wished them well. There will be an initial trial period of 12 months for twice monthly markets. This motion was seconded by Cllr P Jay.

ACTIONS:

1. *The Town Clerk will talk to the Farmers Market about existing bookings and any wedding clashes and write to them to give support for a 12 month trial of a twice monthly market.*
2. *The Administrative Assistant will not turn any wedding bookings away but will make enquirers aware of the Farmers Market taking place if relevant.*

WTC/22/15 **PLANNING**

(i) Planning Applications. The Mayor and Cllr J Cooper declared general interests as District Cllrs involved in Planning. The following planning applications were received and considered:

(a) Ref15/00394/F – Temporary Haul Road on Land Adjacent to Shipton Road, Shipton on Cherwell – Amended Plans: Temporary haul road for 2 years.

1. WTC noted that on 28th April the Environment Committee reaffirmed the Council decision of 14th April to Cherwell District Council (CDC) and this had been sent to CDC.
2. WTC noted that the amended application has been called in and will be discussed by the CDC Planning Committee on 21st May.
3. The Council considered the following motion by Cllr S Parnes that was seconded by Cllr P Jay, that WTC minded of the Town Council's objections resolved unanimously April 14th and submitted to CDC April 15th; resolves:

I. To formally thank:

a) Shipton on Cherwell and Thrupp Parish Council for its submission to CDC 25th April confirming "The position of the Parish Council is to support Woodstock in it's [SIC] desire to have the Application 'called in', and not left to a delegated Officer decision."

b) CDC Cllr Simon Holland for requesting a "call-in" of the Application 15/00394/F to CDC's Planning Committee;

c) CDC's Planning Committee, through Councillor Rose Stratford (Chairman), for granting Cllr Holland's "call-in" request thereby facilitating public consideration at Committee rather than determination by a planning officer under delegated authority;

d) County Cllr Anthony Gearing for submitting on April 27th four letters of objection in relation to the proposal; and

e) County Cllr Ian Hudspeth for submitting on April 29th two letters of objection in relation to the proposal, and for organising and attending an April 22nd site visit requested by residents;

II. To formally request of CDC's Planning Committee via the Chairman to conduct a site visit of its Members prior to considering 15/00394/F.

III. To formally request of (a) CDC's Head of Planning and (b) the Planning Committee via the Chairman that the consultation period for 15/00394/F be restarted anew due to very limited publicity of the Amended proposal submitted 22nd April 2015 and due to absence of any CDC Site Notice informing of amended proposal and extended consultation date. And

IV. To note with bewilderment the contrast between apparent openness of CDC's planning process to date in relation to Application 15/00394/F, compared to WODC's refusal to treat WTC as a consultee on 15/00398/CND ("Discharge of conditions for application 13/0982/P/FP") - of which conditions include access considerations relating to the same development - despite WODC's Planning department having issued to WTC a formal consultation notice before retracting it.

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

For: Cllrs B Yoxall, Mrs E Stokes, P Jay, Mrs S Rasch and S Parnes (5)

Against: Cllrs E Poskitt, C Garritt, M Robertson, L Maybury and J Cooper (5)

Abstentions: Cllrs Mrs E Jay and T Wray (2).

The Mayor used her casting vote to vote against the motion and it therefore fell.

4. The Council noted that no other updates had been received.

(b) Ref: 15/01568/HHD – Bakers House, 85 Oxford Street, Woodstock: Erection of two storey extension to South elevation.

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

ACTION: *The Administrative Assistant will send the planning response to WODC.*

WTC/23/15 SAVE WOODSTOCK CAMPAIGN

(i) Cllr S Parnes proposed, Cllr P Jay seconded the motion and the Council

RESOLVED that WTC shall apply for temporary planning consent to display the evicted 'SAVE Woodstock' banner (and any replacement or replacement content that may be deemed appropriate at a later date) as its previous location near the A44, subject to consent of the relevant residential landowners.

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

For: Cllrs J Cooper, T Wray, S Parnes, Mrs S Rasch, P Jay, Mrs E Jay, L Maybury, M Robertson, Mrs E Stokes and B Yoxall (10).

Against: None

Abstained: Cllr C Carritt

Cllr E Poskitt did not take part in the vote.

(ii) A paper from Cllr S Parnes about vandalism to 'SAVE Woodstock' signs on the A44 and elsewhere in town was received and considered. Cllr S Parnes proposed, Cllr Mrs S Rasch seconded the motion and the Council

RESOLVED (6 votes for, 2 votes against, 3 abstentions and 1 non-vote) that the incidents of vandalism, including the photographs of damage be reported to Thames Valley Police (TVP).

It was noted that any cases of intimidation should be reported to TVP by the victims.

ACTIONS:

1. *Cllr S Parnes will forward the Town Clerk an electronic copy of his report.*
2. *The Town Clerk will then send Cllr Parnes' report to Thames Valley Police.*

WTC/24/15 UPDATES ON 'WOODSTOCK EAST' APPLICATION: Cllr E Poskitt had previously declared a pecuniary interest and left the meeting whilst this item was discussed. Cllr C Carritt took over the Chair in her absence. There were no updates so the Council moved on to the next business.

WTC/25/15 LOCAL PLAN – SUBMISSION OF FURTHER COMMENTS: Cllr E Poskitt re-joined the meeting at this point. Comments received from the Oxfordshire branch of the Campaign to Protect Rural England (CPRE) about the draft Local Plan had previously been circulated to Cllrs along with a paper and motion from Cllr P Jay to submit additional comments to WODC. WODC had confirmed that they would accept any additional comments agreed at the meeting. Cllr P Jay proposed the following additional comments, Cllr B Yoxall seconded the motion and the Council

RESOLVED (7 votes for, 3 votes against and 2 abstentions) that Woodstock Town Council believes that **Policies H1 – Amount & Distribution of Housing** and **H2 – Delivery of New Homes** are unsound on the grounds that the housing figures proposed are too high and therefore unjustified and ineffective. We also believe they are not consistent with national policy.

1. The figures are based on the Oxfordshire Strategic Housing Market Assessment – which is itself unsound, unsustainable and unrealistic. (See CPRE 'Unsound & unsustainable – why the SHMA will increase greenfield use but not meet housing needs' Urban Policy, May 2014)

2. Whilst we welcome WODC's reduction of the figures in view of past over-delivery, we believe that the adjustment is not sufficient to take this fully into account.

3. We question whether adequate consideration has been given to other constraints, such as the need to retain the unique rural character of the District, which should lead to a reduction of the overall figures. The current Plan proposes 10,500 new houses by 2031, yet we note that a previous Sustainability Assessment on the South East Plan ruled out 6,700 new houses on the basis that this was considered 'likely to put existing and planned infrastructure under greater pressure and have potentially negative sustainability impacts with the release of more greenfield land'.

4. The windfall rates allowed for are modest in comparison to past figures, and therefore risk ongoing over-delivery which will build in problems for the future.

During the discussion Cllr S Parnes had proposed an amendment to the motion but this had not been seconded or accepted by the proposer and seconder of the motion and so fell.

ACTION: *The Town Clerk will submit this additional submission to WODC.*

WTC/26/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MAY 2015

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

(i) List of payments

RESOLVED

That the Council resolve to approve the list of payments totalling £24,002.77 made in the month of April 2015.

(ii) Bank Reconciliation Statements: The Council received, considered and noted the bank reconciliation statements for April 2015.

(iii) Summary and Detailed Income & Expenditure Statements: The Council received, considered and noted the summary and detailed income & expenditure statements for April 2015.

(iv) Annual Statement of Accounts Report, Annual Statement of Accounts for 2014/15, Copy of Annual Return, Internal Auditor Report and Slippage Report

The council received and considered a report from the Finance Officer and a response to the point raised by the Internal Auditor from the Town Clerk/RFO. Cllr P Jay proposed, the Mayor seconded the motion and the Council

RESOLVED (unanimous) that WTC:

- a. Approves the annual statement of accounts for the year ended 31 March, 2015;
- b. Approves the annual return for the year ended 31 March, 2015;
- c. Receives and notes the internal auditor's report for the year ended 31 March 2015;

- d. Receives and notes the slippage report for the year ended 31 March 2015
- e. Receives and approves the carry forward recommendations for 2015/16
- f. Refers the approved slippage report and carry forward recommendations to the Mayor's Committee for further discussion item by item, for the significant slippages, and that appropriate persons be invited to attend for that purpose
- g. Receives and notes the internal auditor's letter confirming her willingness to continue working for WTC and approves her re-appointment.

Due to the late hour the Mayor asked the Council to agree to bring forward agenda items 33 and 34 and the Council agreed to do so.

WTC/27/15 **EXCLUSION OF THE PUBLIC AND PRESS:** The Mayor proposed, the Deputy 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/28/15 **PROPERTY REPORT**

(i) Property Report. It was noted that the external re-decoration of the Town Hall will be undertaken when the weather improves.

(ii) 'Capability Brown' Picture
A report from the CMfP was received and discussed.

Cllr M Robertson proposed, Cllr B Yoxall seconded the motion and the Council

RESOLVED (10 votes for and 2 votes against) that the Council responds respectfully to the approach from Blenheim by expressing its regret that earlier negotiations were not fruitful but that WTC cannot afford to withdraw from the sale of this drawing at this point in the process. WTC would be delighted if Blenheim were to successfully bid at the auction and if the drawing is made available to members of the public in Woodstock.

The Mayor ruled that a motion proposed by Cllr C Carritt and seconded by Cllr Mrs E Stokes breached WTC's Standing Order 11 and so was not admissible.

ACTION: *The Mayor will write to the Blenheim Estates.*

The Council then went back into public session.

Cllrs M Robertson, L Maybury and T Wray left the meeting at this point.

WTC/29/15 **ENVIRONMENT COMMITTEE:** The Minutes of the Environment Committee that took place on 28th April 2015 were received and considered. The following matters were specifically discussed:

1. Cows on the Water Meadows

Cllr Mrs E Jay updated the Council on the latest position relating to the re-introduction of cows on the water meadows. Unfortunately the cattle that Mrs Woodberry had planned to bring onto the water meadows have proved positive for TB and so cannot be moved. However, Mrs Collier has offered to supply 3-4 Dexter cattle but the grazing land needs to be linked and the grazing entitlements

transferred. Cllr J Cooper proposed, the Mayor seconded the motion and the Council

RESOLVED (unanimous) that the Mayor's Committee is authorised to consider and determine the transfer of the entitlements when it meets later in the month

ACTION: *The Town Clerk will put this item on the agenda for the Mayor's Committee.*

2. Highways and Transport

Residents have advised the Environment Committee of their continued concerns about the traffic serving Owen Mumfords. Cllr P Jay proposed, Cllr J Cooper seconded the motion and it was

RESOLVED that a working party is established to consider the issue of traffic serving Owen Mumfords. The membership will be Cllrs M Robertson, C Carritt, P Jay, B Yoxall and Mr J Hodges and Mr I Lloyd.

WTC/30/15 **WEED SPRAYING CONTRACT:** A report and recommendation by the Town Clerk was received and considered. Two companies had submitted like for like quotations and a third company had submitted a quotation for several specific areas. It was noted that one company only had £5million public liability insurance and so would have passed the cost of increasing this to £10 million to WTC.

Cllr J Cooper proposed, the Mayor seconded the motion and the Council

RESOLVED (unanimous) that Complete Weed Control is awarded the weed spraying contract within Woodstock for a 3 year contract at an annual cost of £1,277.00 excluding VAT.

WTC/31/15 **NEIGHBOURHOOD PLAN WORKING GROUP:** A report from Cllr B Yoxall was received and noted. Cllr P Jay's draft memorandum of understanding for a Town and Palace Concordat was also received and considered.

The Mayor asked the Council's agreement to extend the meeting by 15 minutes and the Council agreed to do so.

Discussion followed during which:

1. Cllr S Parnes suggested that it include Members of the Neighbourhood Plan Working Group
2. It was agreed that the remit should include the mill stream ownership
3. The Deputy Mayor asked to be a member of the group.
4. It was noted that a budget would need to be submitted during the budget review process

RESOLVED (Unanimous) that it is now agreed, subject to ratification by Blenheim's Senior Management, that:-

- 1) There is hereby forthwith established a Joint Committee for Town-Palace Dialogue (TPD), which shall:-
 - a) Have as its members those nominated by the two parties, up to [5] on each side;
 - b) Meet first on 29 June, 2015, at 5 pm at the Town Hall and regularly thereafter at [quarterly] intervals or as convenient;
 - c) Elect two co-chairmen, one from each side;
 - d) Set agreed rules for the conduct of meetings;
 - e) Receive an agenda composed of items submitted by either side;

- f) Report any agreed recommendations and otherwise as necessary to their respective parent authorities and boards;
- g) Have as its terms of reference the discussion of all matters of mutual concern bearing upon the welfare and prosperity of the town and of the Estate with a view to improving communication between and mutual awareness of the two parties so that their shared interest in the long-term success of the Woodstock and Blenheim communities may be enhanced so far as may be possible;
- h) Fix an annual budget, subject to approval by each of the parent authorities, for the purpose of funding modest disbursements required in the furtherance of the committee's work, such as securing professional advice on matters affecting the development, growth and wellbeing of the town;
- i) This budget shall be agreed between the parties and based on equal sharing of costs between the two parties;
- j) Arrange for minutes of the meetings to be prepared and displayed in a public place; and
- k) Review annually its own workings and make recommendations to the parties for its continuation or otherwise.

WTC/32/15 COMMUNICATIONS WORKING GROUP: The minutes of the Communications Working Group that met on 5th May 2015 were received and noted.

WTC/33/15 PROPOSED SUPERFAST BROADBAND CABINET LOCATION IN WOODSTOCK TOWN CENTRE: A report from the Deputy Mayor was received and considered. BT Openreach need to install an additional above-ground cabinet in the town centre to supply superfast broadband to the immediate area. Three possible locations were identified. The favoured option is at the rear of the Town Hall either against the Town Hall wall next to the bike racks or on the opposite side against the wall of 2 Market Street where there is presently a WODC recycling bin. For technical reasons, BT favours the latter so as to avoid digging up the cobbles and removing and replacing the bike racks. The Deputy Mayor proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED (unanimous) to welcome the provision of superfast broadband to the town centre and the positioning of the additional cabinet against the wall of 2 Market Street where the existing recycling bin is located.

WTC/34/15 STAFFING MATTERS: The Council noted that Mr Paul Thomas, the Financial Assistant, will be retiring on 30th June 2015 and he was thanked for his contribution. The Council welcomed his successor Mrs Rachel Johnson to WTC.

The meeting closed at 10.33 pm

Signed Date

Woodstock Town Council
Committees, Working Groups and Others

1. Mayor's Committee - Chaired by The Town Mayor

Responsible for general administration, personnel, finance, property, strategy, winter weather and any planning applications that are considered when the committee meets.

Cllrs E Poskitt (Mayor) – Chairman of the Committee , C Carritt (Deputy Mayor) and the following additional Cllrs: J Cooper, P Jay, M Robertson, T Wray, B Yoxall, S Parnes (8)

Specific Cllr responsibilities:

Finance: Cllr P Jay

Council Member for Property: Cllr M Robertson

Winter Weather: tbc

Communications Working Group: Cllr M Robertson, T Wray, S Rasch and E Poskitt.

2. Environment Committee - Chairman tbc at first EC meeting

Responsible for cemeteries, OWL nature reserve, water meadows, play areas, 'Bloom', grass cutting, weed control, trees, street furniture, allotments, highways and public transport and any planning applications that are considered when the committee meets:

Cllrs P Jay, Mrs S Rash, Mrs E Jay, Mrs E Stokes, Ms L Maybury, the Mayor and the Deputy Mayor (7).

Specific Cllr responsibilities: (provisional tbc at first EC meeting)

Allotments: Cllr J Cooper

Highways: Cllr C Carritt, B Yoxall

Play Areas: tbc

Public Transport: Cllr B Yoxall

Water Meadows: Cllr Mrs E Jay

Owen Mumford's Traffic Issues Working Group: Chairman tbc at first meeting.

Cllrs M Robertson, C Carritt, P Jay, B Yoxall and Mr J Hodges and Mr I Lloyd.

Christmas Lights Working Party: The Mayor and Cllrs C Carritt, T Wray and B Yoxall.

Open Spaces and Footpaths Working Group: Cllr E Poskitt, Honorary Townsman Mr John Banbury & Mr Stan Scott.

Police Station Working Group: The Mayor, Deputy Mayor and Cllrs C Carritt, J Cooper, S Parnes and B Yoxall.

Woodstock Town Council
Membership on Outside Bodies

Outside Bodies

A44A: Cllrs E Jay and E Poskitt
Carnival Committee: Cllr M Robertson
Neighbourhood Action Group: Cllr J Cooper
OALC: The Mayor
ORCC: Cllr E Poskitt
Oxford Airport Consultative Committee: Cllr S Parnes and Cllr J Cooper (tbc with OACC)
Public Transport: Cllrs B Yoxall and Mrs E Stokes
Traffic Advisory Committee: Cllrs C Carritt, B Yoxall and S Parnes (tbc with TAC)
Woodstock Wall Hangings Trust: Cllrs B Yoxall and J Cooper
Woodstock Relief In Need Charity: Cllrs Mrs E Stokes and B Yoxall
WTC Appointments to the Woodstock Exhibition Foundation Charity: Cllr E Poskitt until 14.05.17 Mr Frank Collingwood until 13.05.18 Mrs Louisa Maybury until January 2020 Cllr Mrs E Stokes was co-opted by the other charity trustees and her current term of office finishes in May 2018
Woodstock Youth Club: Cllrs J Cooper, Mrs E Stokes and Mrs S Rasch (tbc with Youth Club)
West Oxfordshire Community Safety Partnership: Cllr P Jay

Other

CLA Game Fair Council Representative: Cllr B Yoxall

Town Clerk

Updated 13th May 2015