

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 13th OCTOBER 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 Jay
Cllr Mrs S Rasch	Cllr T Wray (from minute WTC/130/15)

Cllr P Jay

ALSO IN ATTENDANCE: County Cllr I Hudspeth and 7 members of the public.

WTC/127/15 APOLOGIES FOR ABSENCE: Cllrs C Carritt (Deputy Mayor), L Maybury and Mrs E Stokes.

WTC/128/15 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 and pecuniary interest in 10 Woodstock East because of where she lives.
Cllr J Cooper: Agenda item 9, Planning as a WODC Councillor.

WTC/129/15 MINUTES: The Council received and considered the minutes from the following meetings:

(i) The Meeting of the Town Council held on Tuesday 8th September 2015

RESOLVED that the minutes of the Town Council meeting that took place on Tuesday 8th September 2015 were approved and signed as a correct record subject to the following amendments:

WTC/100/15: Public Participation (ii). The last word in the first sentence of the third paragraph was deleted and replaced with the words “on the agenda”.

WTC/106/15: Planning (i)(b). The following sentence was inserted after the second sentence in the first paragraph “A motion to support this application was proposed by Cllr S Parnes and seconded but fell on a casting vote.”

WTC/108/15: Budget Review. The third item listed under the resolution was amended to read “Reduce Water Meadows Maintenance Budget”

WTC/118/15: Disposal of Woodstock Police Station. The final sentence was amended to read “The matter was deferred until the next meeting.”

WTC 119/15: Meeting of Communications Working Group: the words “in the next newsletter” were inserted at the end of the first sentence. The following sentence was inserted after the second sentence “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 then signed the minutes.

(ii) The Extraordinary Town Council Meeting of Tuesday 29th September 2015

RESOLVED that the minutes of the Town Council meeting that took place on Tuesday 29th September 2015 were approved and signed as a correct record subject to the following amendment:

WTC/126/15: The final sentence of the third paragraph on page 53 was amended to read “The terms of the original application should be enforced and the variation rejected.”

The Mayor then signed the minutes.

WTC/130/15 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

(i) Mrs U Parkinson – New Road Play Area: Mrs Parkinson addressed the Council about her continuing concerns arising from the MUGA in the New Road Play Area. She reminded Cllrs that they are elected to represent the people to create a harmonious local environment and said that WTC was failing to do so. Mrs Parkinson said that residents had been asking the Council to take action on the MUGA for over a year. She reported that it was being used in the evening by young men. Mrs Parkinson said that residents had offered to take it down at their own expense and asked what action residents could take. She asked when the MUGA will be moved and said that residents would like an answer.

Cllr T Wray joined the meeting at this point.

(ii) Mr John Hodges – Brook Hill: Mr Hodges addressed the Council about traffic problems at Brook Hill. He thanked the Brook Hill Traffic Working Group for meeting with him on the evening before, and for its inclusion as an agenda item at the Traffic Advisory Committee on 4th November.

WTC/131/15 COUNCILLOR UPDATES

(i) Report from County Cllr Ian Hudspeth. The October report from Cllr I Hudspeth was received and considered. In response to a question about the infrastructure mentioned in his report Cllr Hudspeth explained that the main problem was schools as 180 houses wouldn't be sufficient to generate a new school. When asked about the Prime Minister's recent comments about Children's Centres Cllr Hudspeth said that OCC had statutory responsibilities that set out which services are front line services that need to be maintained e.g. for vulnerable people. In response to a question he reiterated that the Woodstock East/SHLAA battle was not over as the applicants may apply for a reduced number of houses. With reference to OCC properties Cllr I Hudspeth said that since 2005 OCC had been selling off properties to increase receipts. The focus was to get out of leasehold arrangements but to retain the freehold property. He explained how capital receipts can be used to buy property that can be leased to create a revenue income.

(ii) Report from District Cllrs J Cooper and E Poskitt. The October report from District Cllrs Cooper and Poskitt was received and considered. Cllr E Poskitt explained why the revised planning application for 1 Glovers Close was delegated whereas the planning application for 1 Brook Hill was sent to the Planning Committee.

The Mayor asked and the Council agreed that agenda Item 17 – the A40 Consultation - would be taken after agenda Item 10 – Woodstock East.

WTC/132/15 COMMUNICATIONS: The Mayor laid the following before the Council and:

- (i) thanked everyone, not just Cllrs, for their efforts relating to Woodstock East, noting that the matter is not finished.
- (ii) noted that a group of soldiers will be coming from the Bicester garrison to help on Remembrance Sunday and participate in the parade.
- (iii) said that Mayor's carols will be on 12th December and Cllrs were asked to try to attend. Following a suggestion from the Rector the Mayor said that she had spoken to the Primary School and they will invite pupils to submit poems and it is hoped that two or three of these will be read out. The Primary School will also provide the design for the Mayor's Christmas card this year.
- (iv) asked that, if Cllrs are producing papers, they should generally be submitted by the time the office opens on the Monday before the relevant meeting unless the timing of a meeting included on the agenda prevents this from happening. This is in order that the papers can be copied by the office staff and also to enable Cllrs who work to read them before the meeting.

WTC/133/15 QUESTIONS: None.

WTC/134/15 MOTIONS PRESENTED TO THE COUNCIL: There were no motions submitted that did not relate to an agenda item.

WTC/135/15 PLANNING The Mayor and Cllr J Cooper declared general interests.

- (i) Planning Applications: The following planning application was received and considered.

Ref: 15/03250/FUL – St Mary Magdalene Church, Park Street, Woodstock: General refurbishment works to include installation of glazed timber doors and screen within existing porch. The Council

RESOLVED that WTC supports this planning application.

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

- (ii) Ways of Presenting Planning Applications: It was noted that two Cllrs and the Town Clerk will be attending a planning training course at WODC in early November.

- (iii) West Oxfordshire Local Plan: WTC considered whether it wished to engage Kemp and Kemp to represent its views at the examination meetings. The Mayor explained that the hearings would be in two parts. Part one concerns the overall housing strategy proposed in the document and, because WTC did not comment on this, the Planning Inspector would not allow Mr Mellor to speak at this hearing. The Mayor had submitted a paper to Council stating the start of the first round of hearings would be in early October. Since the paper had been circulated, however, the Mayor had learnt that the first hearings would be delayed until November 23rd due to serious problems within the Inspector's family. The timing of the second hearings would depend on whether the Inspector had serious unresolved concerns about matters covered in the first round of hearings in which case there would be a further delay to the second hearings.

The second round of hearings will deal with the distribution of houses in different parts of the District. WTC will wish Kemp & Kemp to represent it at these meetings.

ACTION: *The Town Clerk will ask Mr H Mellor, Kemp and Kemp to note in his diary that WTC wishes him to represent the Council at the second round of the Local Plan Hearings and to confirm his costs for doing so nearer the time.*

WTC/136/15 WOODSTOCK EAST: The Mayor left the room, at this point as she had declared a pecuniary interest in this item.

In the absence of the Deputy Mayor Cllr B Yoxall, proposed, Cllr T Wray seconded the motion and the Council

RESOLVED that Cllr J Cooper Chair this part of the meeting.

(i) Update Report from Cllr Cooper: The report from District Cllr J Cooper that summarised the current situation relating to Woodstock East was received and noted.

(ii) Motion from Cllr S Parnes: Cllr S Parnes proposed that in relation to proceedings at Cherwell District Council's (CDC's) Planning Committee Oct 1st, and West Oxfordshire District Council's Development Control Committee Sept 21st, where at both committees the 'Woodstock East' planning proposals were refused nearly unanimously, Woodstock Town Council resolves to note and convey its appreciation to:

- Mr Huw Mellor, the Town Council's retained planning advisor, of Kemp & Kemp, for his participation and advocacy of Woodstock Town Council's position of objection to the Application at the CDC and WODC committees; and Mr Jon Waite of Kemp & Kemp for his notably meticulous efforts in supporting preparations of WTC's written submissions;
- Cherwell District Councillor Cllr Simon Holland for speaking against the Application at CDC;
- Cllr Julian Cooper in his capacity as WODC District Councillor for speaking in objection to the application at WODC; and
- Mrs Trish Redpath for her helpful insights when speaking in objection to the application at WODC.

Cllr J Cooper seconded this motion. Cllr B Yoxall proposed an amendment whereby WTC also compliments the following planning officers from CDC and WODC for their complementary and balanced reports: Mr Phil Shaw, Mr Bob Duxbury and Ms Catherine Tetlow. Cllr J Cooper seconded this proposed amendment but it fell on a vote – 3 votes for and 5 votes against. The original motion was then put and the Council

RESOLVED (4 votes for, 1 vote against and 3 abstentions) that WTC notes and conveys its appreciation to:

- Mr Huw Mellor, the Town Council's retained planning advisor, of Kemp & Kemp, for his participation and advocacy of Woodstock Town Council's position of objection to the Application at the CDC and WODC committees; and Mr Jon Waite of Kemp & Kemp for his notably meticulous efforts in supporting preparations of WTC's written submissions;
- Cherwell District Councillor Cllr Simon Holland for speaking against the Application at CDC;
- Cllr Julian Cooper in his capacity as WODC District Councillor for speaking in objection to the application at WODC; and
- Mrs Trish Redpath for her helpful insights when speaking in objection to the application at WODC.

ACTION: *The Town Clerk will write to the people listed in the motion.*

(iii) Report from Cllr S Parnes: Cllr S Parnes report of observations arising at Cherwell District Council's Planning Committee on 1st October 2015 was received and noted.

(iv) Status of 'Land East of Woodstock' on SHLAA & Contrasting Views on Suitability for Prospective Major Development: The Council received and considered a report from Cllr Parnes in relation to a WODC clarification letter on SHLAA (Strategic Housing Land Availability Assessment) inclusion of 'Land East of Woodstock' and the contrasting views on record. Cllr S Parnes proposed and Cllr P Jay seconded a motion that WTC formally submit WODC's planning policy response letter dated 1st October 2015, together with the report containing this resolution, to the Town Council's retained planning advisor (Mr Huw Mellor of Kemp and Kemp) for general advice and guidance in relation to:

- a) available opportunities to contest inclusion of land east of Woodstock as a designated potential development site on the SHLAA and Local Plan;
- b) whether it is advisable for WTC to apply for a revised Sustainability Appraisal bearing in mind recent local commercial trends, and developments; and
- c) Any other relevant insights and guidance related to defending land east of Woodstock from major development.

This motion fell on a vote (1 for, 6 against and 1 non-voter).

The Mayor re-joined the meeting at this point and asked the Council for its agreement to take Agenda Item 17: the A40 Consultation next. The Council agreed to do so.

WTC/137/15 A40 CONSULTATION: The Council received and considered a paper from Cllr B Yoxall. Discussion followed. Cllr B Yoxall proposed, Cllr Mrs E Jay seconded the motion and the Council

RESOLVED (6 votes for, 1 vote against and 2 abstentions) to respond to the A40 consultation and inform OCC that WTC:

1. Welcomes the consultation exercise
2. Urges OCC to ensure that something is done
3. Recommends the option for the bus lane in both directions from Witney to Wolvercote at a cost of £50m
4. Asks that if funds become available OCC should continue to explore the practicality of the tramway option.

ACTION: *The Town Clerk will send the WTC response to Cllr I Hudspeth for input into the consultation.*

The Council then reverted back to the agenda.

WTC/138/15 WODC COMMUNITY INFRASTRUCTURE LEVY (CIL): The Council considered whether WTC wished to respond to the consultation about the 'Statement of Modifications' to meet the 16th October deadline. Cllr B Yoxall proposed, the Mayor seconded the motion and the Council

RESOLVED that it would not submit any comment to the CIL consultation.

WTC/139/15 DISPOSAL OF WOODSTOCK POLICE STATION: The Council received and considered a report from Cllr S Parnes including clarifications issued by the Office of

the Police & Crime Commissioner, and updated considerations following the refusals of the 'Woodstock East' proposals. Discussion followed. Cllr J Cooper proposed that the Council move to the next business and the Council agreed to do so.

WTC/140/15 THE WAY FORWARD: The Council received and considered a report from the Chairman of the Neighbourhood Plan Working Group (NPWG). In his report Cllr B Yoxall proposed that the Chairman of the NPWG convene an early meeting to consider issues in this paper and report to WTC at one of the meetings scheduled in November. He asked that the following words be added to his motion "but immediate action be taken to ask the County Council to conduct the promised consultation on car parking issues in Woodstock and also for the County Council to take the initiative in conducting a feasibility study into the area surrounding the WODC car park in conjunction with District and County Councils. Cllr P Jay said that he was happy to second the original motion but not the amendment. Cllr B Yoxall therefore withdrew the amendment. The Council then voted upon the original motion and it was

RESOLVED (8 votes for and 1 against) that the Chairman of the NPWG convene an early meeting to consider issues in this paper and report to WTC at one of the meetings scheduled in November.

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

For: Cllrs J Cooper, Mrs E Jay, P Jay, E Poskitt, Mrs S Rasch, M Robertson, T Wray and B Yoxall (8)
Against: Cllr S Parnes (1)

ACTION: *The Chair of the NPWG will convene a meeting.*

WTC/141/15 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2015

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

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

RESOLVED (unanimous) that the list of payments totalling £31,909.05 made in the month of September 2015 is approved.

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

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

(iv) Budget Training: Cllr P Jay reminded Cllrs that he would be happy to present a budget seminar at 6pm on Tuesday 20th October 2015. As few Cllrs were able to attend the seminar on the proposed date the meeting was postponed.

(v) 2015/16 Budgetary Provision for Town Hall Maintenance: The Council received and considered a paper from Cllr B Yoxall. In this he noted that the recording of the Council's decision concerning the awarding of the Town Hall external decoration contract was not clearly recorded in the minutes. Cllr M Robertson said that she took full responsibility for the minutes not being clear but

that Members would remember the extensive discussions that were associated with this complex matter. Cllr M Robertson said that the minutes should record, so that it is clear, that this discussion took place and that agreement was given at that time. Cllr M Robertson proposed, Cllr T Wray seconded the motion and the Council

RESOLVED (7 votes for and 2 abstentions) that it be recorded in the minutes that the agreement for the award of the contract for the external decoration of the Town Hall had been given by WTC in December 2014 but that the work had been deferred unto the next financial year, and that a provision of £20k had been put into the 2015/16 budget in order to accommodate that work.

Cllr P Jay said that Carter Jonas are WTC's delegated agents and have the remit to manage the Council's properties which fully authorises them to conduct this sort of matter. Therefore the authority already exists to delegate the management of the Council's property to its appointed agents under the decision made many years ago. He said that on that basis nobody should be criticised for what had occurred.

Cllr B Yoxall proposed that a meeting be convened under the chairmanship of the Council Member for Finance involving himself and other relevant persons to examine these issues in more detail, the outcome to be reported to the next Town Council meeting. Cllr P Jay seconded the proposal but it fell on a vote (2 votes for, 6 votes against and 1 abstention).

(vi) Disposition of Funds at 30th September 2015: The Council received and considered a report about the disposition of Council funds.

WTC/142/15 THE GOVERNMENT FEED-IN TARRIFF SCHEME UNDER REVIEW: The Council received and considered information about proposed changes to the Feed-in Tariff Scheme for the generation of renewable electricity from small-scale installations. Cllr J Cooper proposed, Cllr T Wray seconded the motion and the Council

RESOLVED (7 votes for, 1 vote against and 1 abstention) that WTC makes a submission to the Department for Energy and Climate Change to maintain the current tariff.

WTC/143/15 COMMUNITY SAFETY PARTNERSHIP: The Council received and noted a report on the meeting of the Community Safety Partnership that was held on 3rd September 2015. Cllr B Yoxall asked that Cllr P Jay request continued support for PCSO's and he agreed to note this for the future.

WTC/144/15 UPDATE ABOUT THE WATER MEADOWS: This item was deferred until the Environment Committee meeting on 27th October 2015.

WTC/145/15 PITCH REPAIRS AT OLD WOODSTOCK: The Council received and considered the outstanding recommendation from the Environment Committee meeting of 25th August 2015 about Pitch Repairs at Old Woodstock Cllr P Jay proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED (unanimous) that approval is given for "Contractor A" to be appointed to undertake the required work at the Old Woodstock Football Pitch as a cost of £3082 plus VAT.

ACTION: *The Town Clerk will award the contract.*

WTC/146/15 MAYOR'S COMMITTEE: The Council received and noted the minutes from the Mayor's Committee meeting that took place on 22nd September 2015.

WTC/147/15 COMMUNITY RESILIENCE FUNDING: The Council received and noted a paper from the Mayor.

ACTION: *The Town Clerk will ask WODC if they are able to transfer the salt at Woodstock House into sacks so that it is more portable.*

WTC/148/15 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).

WTC149/15 PROPERTY REPORT

(i) Property Report

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

Community Centre

RESOLVED (unanimous) that “Company A” be awarded the contract to undertake the external redecoration of the upper floor of the Community Centre and to undertake some minor repairs at a cost of £2,880 plus VAT and that the money be taken from the remainder of the community centre maintenance budget and the balance from the Town Hall routine maintenance budget.

(i) ‘Capability Brown’ Drawing

A report and recommendation about the “Capability Brown” picture was tabled and considered by Members. Discussion followed. Cllr M Robertson proposed, Cllr Mrs E Jay seconded the motion and the Council

RESOLVED that WTC approves the recommendation in the paper from the Council Member for Property and requests Bonham’s to negotiate the sale of the drawing in accordance with WTC’s instructions

A member called for a named vote the result of which was as follows:

For: Cllrs M Robertson, Mrs E Jay, E Poskitt, T Wray, B Yoxall and Mrs S Rasch (6)
Against Cllrs J Cooper, P Jay and S Parnes (3)

WTC/150/15 THREAT OF LEGAL ACTION ABOUT NEW ROAD PLAY AREA

The Council received and noted an update from the Mayor and a second invoice from Henmans Freeth. The Mayor proposed, Cllr J Cooper seconded the motion and the Council

RESOLVED (unanimous) that

1. The Town Clerk arrange for the payment of the second Henmans Freeth bill.
2. District Cllrs E Poskitt and J Cooper discuss the option of cost sharing with WODC.

The Council then went back into public session.

The meeting closed at 10.22pm

Signed Date