

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 14th OCTOBER 2014
IN THE TOWN HALL, WOODSTOCK**

PRESENT:

Cllr J Cooper (Mayor)
Cllr B Yoxall
Cllr P Jay
Cllr L Maybury
Cllr S Parnes

Cllr M Robertson (Deputy Mayor)
Cllr C Carritt
Cllr Mrs E Stokes
Cllr T Wray
Cllr E Poskitt

ALSO IN ATTENDANCE: 15 members of the public and County Cllr Ian Hudspeth.

WTC/120/14 APOLOGIES FOR ABSENCE: Apologies for absence were received from Cllr Mrs E Jay.

WTC/121/14 DECLARATIONS OF INTEREST: The following Cllrs notified the meeting of general interests:

Cllr E Poskitt declared a pecuniary interest in Agenda Item 10 (iv) (b) Planning, Local Plan, Planning Consultancy.

Cllr J Cooper declared a general interest in Agenda Item 10 as he is a District Councillor involved in planning matters.

Cllr E Poskitt declared general interest in Agenda Item 10 as she is a District Councillor who sits on the Uplands planning Sub-Committee.

WTC/122/14 MINUTES: The minutes of the Town Council meeting that took place on Tuesday 9th September 2014 were received and considered. Cllr S Parnes proposed, Cllr M Robertson seconded the motion and the Council

RESOLVED to amend minute WTC/104/14 Planning (7) so that inverted commas are inserted at the beginning and at the end of paragraph '5.237', at the beginning of paragraphs '5.239' and '5.240' and after the bold type '...Woodstock East' at the bottom of page 42.

Cllr Yoxall proposed that minute WTC/119/14 Staffing Matters be amended to read: "Cllr B Yoxall commented that he disapproved of the way this appraisal of the Town Clerk in 2013 had been handled but his sole motivation had been to help her and reaffirmed his continued support for the Town Clerk. He then left the meeting." This motion was seconded by Cllr Mrs E Stokes. Discussion followed. A Cllr called for a recorded vote the results of which were:

For: Cllrs B Yoxall, Mrs E Stokes, C Carritt and L Maybury (4)
Against: Cllrs P Jay, J Cooper, M Robertson and S Parnes (4)
Abstentions: Cllr T Wray as she was not present at the meeting.

Cllr E Poskitt did not take part in the vote

The vote was tied so the Mayor used his casting vote to confirm WTC policy and the motion fell.

The Mayor then signed the minutes as a correct record.

WTC/123/14 TOWN COUNCIL VACANCY

(i) By-Election

The Town Clerk confirmed that a by-election had been called. Nomination papers must be received at the elections office at WODC by 4pm on Friday 24th October 2014.

(ii) Poll Cards

Cllr S Parnes proposed, Cllr C Carritt seconded the motion and WTC

RESOLVED (9 votes for and 1 against) that the Council:

1. Noting resolutions WTC/105/13 of 13 August 2013 (unanimously agreed), and WTC/216/13 of 10th December 2013 (9 votes for with 1 non-voter) which determined polling cards should be issued;
2. Considers polling cards to be worth the cost, both in the current particular circumstances as well as more generally in encouraging participation in local democracy;
3. Resolves that in the event November's by-election will be contested, Woodstock Town Council will opt in favour of issuance of polling cards to electors;
4. And is of the opinion that this being a matter of expediency, in the event of any shortfall in available budgeted allocation of funds for elections, and resources for this should be drawn from reserves.

ACTION: *The Town Clerk will notify WODC that poll cards should be issued if the by-election is contested.*

WTC/124/14 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

- (i) Mr P Luff addressed the Council about his concerns relating to planning application 14/1296/P/FP – Floodlighting at the Woodstock Town Football Club. These concerns included light pollution, noise pollution, over development of the site, loss of amenity land, adverse visual impact in the daylight hours, traffic and parking problems, inadequate screening and the need to be consistent in all planning decisions. He described in details his objections.
- (ii) Mr A Gujral addressed the Council about his concerns relating to planning application 14/1296/P/FP – Floodlighting at the Woodstock Town Football Club. He used to play football on the field on an ad hoc pitch when the seniors used to play on a ground in Blenheim Park. He also used to play for the junior team. Around 7-10 years ago the junior team disbanded as there was not enough time or room for them at the Football ground and since then there has been no junior team. There is now no local empathy for the adult team which has one or two Woodstock residents, the rest coming from elsewhere. He doesn't want the Woodstock Football Club to follow what had happened at Bicester Football Club which installed flood lights and other facilities and then went bust. Now the trustees rent out the pitch to whoever will pay for it to keep it going. He considered the current planning application to be a step too far.
- (iii) Mr Paul Blake addressed the Council in support of planning application 14/1296/P/FP – Floodlighting at the Woodstock Town Football Club as the agent acting on behalf of the Football Club and also as someone who has a personal interest. He attended the Marlborough School, married a Woodstock lady, played football at the park for 15 years and was club secretary. He noted the amount of work and time that members have given to support this local amenity. He said that the club was formed 100 years ago and had always been located at New Road. It had recently reached its highest ever position playing in

the premier division of the Hellenic League but that due to a requirement to have floodlight facilities that it could not meet, it had had to instigate its own relegation. He said that if Woodstock FC does not have floodlight facilities to meet the rules of the Football Association National League System required for clubs currently playing for the NLS, UHL Division One West by 31st March 2015 it will be omitted from the league, play for a lesser league or may be disbanded. He listed other clubs in Oxfordshire that had flood lights. He described the proposed lighting scheme and their proposed usage. He confirmed that a high boundary fence would not have to be installed around the ground.

The Mayor asked for and received the Council's agreement to consider the football club's planning application next.

WTC/125/14 PLANNING APPLICATION ((i) (e) on the agenda)

Ref: 14/1296/P/FP: Woodstock Town Football Club, New Road, Woodstock.
Erection of six, 15m high floodlighting columns.

Cllr P Jay proposed that WTC express strong support for the football club's planning application and Cllr Mrs E Stokes seconded this motion Discussion followed. Cllr E Poskitt proposed that the motion be amended to add the words 'provided the integrity of the footpath is maintained at all times'. Cllrs P Jay and Mrs E Stokes both accepted this amendment. A named vote was called for, the result of which was as follows:

For: Cllrs M Robertson, C Carritt, Mrs E Stokes, P Jay, L Maybury (5)

Against: Cllrs J Cooper, B Yoxall and S Parnes (3)

Abstained: Cllrs T Wray and E Poskitt (2),

RESOLVED that Woodstock Town Council strongly supports this planning application provided that the integrity of the public footpath is maintained at all times.

WTC/126/14 COUNTY AND DISTRICT COUNCILLORS UPDATES

(i) Report from County Cllr I Hudspeth

The Council received and noted the October report from County Cllr I Hudspeth.

ACTION: *Cllr I Hudspeth agreed to approach the Duke of Marlborough to convey some of the concerns of residents about the proposed Woodstock East development, if asked by the Town Council to do so.*

(ii) Report from District Councillors J Cooper and E Poskitt

The Council received and noted the October report from District Cllrs J Cooper and E Poskitt.

In response to a question Cllr I Hudspeth confirmed that it was highly unlikely that Dean Pit would be replaced as there is no funding available.

It was noted that the WODC land supply situation is not clear at present.

WTC/127/14 COMMUNICATIONS

The Mayor reported the following:

- (i) The Princess Royal had recently visited Woodstock to open the Soldiers of Oxfordshire Museum in Park Street.
- (ii) The Primary School will design this Town Council's Christmas card.
- (iii) The Mayor recently judged a Brass Band Competition.

- (iv) The Mayor is looking for Father Christmas
- (v) The Mayor reminded Cllrs about Remembrance Sunday

WTC/128/14 QUESTIONS

The Mayor received and responded to the following questions received under Standing Order No 8.

1. Question from Cllr P Jay

Please may the Council have a detailed account of how the office handled the documents attached to this email (papers enclosed), viz. a letter of 12 September, 2014 to the Prime Minister on behalf of West Oxon parishes, covering a letter of the same date from 35 of those parishes arguing that the target for housing in the Local Plan Consultation is too high, and the CPRE West Oxon response to the same consultation, including:-

- The dates when these documents were received;
- The action taken to consult councillors on any response;
- The authority for the statement reported in the covering letter of 12 September, 2014, that Woodstock preferred to send its own response;
- What, if any, response Woodstock sent;
- The authority for that response;
- What if any response was sent on behalf of Woodstock TC to the CPRE questionnaire about the local plan housing consultation; and
- The authority for that response?

The Mayor responded as follows:

The first communication was received by the Council on Thursday 17th July although it was not clear from whom it came. Clarification was quickly sought by the Town Clerk with an e-mail dispatched the next day. Once the authors credentials were established (in fact it was the chairman of Shilton Parish Meeting) then the correspondence was circulated to all councillors. In an attempt to gain a better understanding of the C.P.R.E. policy concerning planning matters I attended the West Oxfordshire branch A.G.M. and together with the District Councillor for Shilton attempted to clarify how they proposed to provide an alternative to the authorities calculations. I also suggested that the society look at the Eastleigh capital provision response as that had some helpful features particularly in relation to infrastructure. More recently I lobbied the local government minister, Member of Parliament for Bristol West, and have similarly used occasions to talk to the M.P for Bath with my ward concerns. In addition I would remind members that the Town Council had already sent a detailed letter to our M.P. The Right Honourable Mr David Cameron on this very matter well over a year ago on the 16th June 2013. This much earlier communication was titled 'National Planning Policy Framework Concerns'. There has been no request for further debate on the questionnaire and so therefore it has not been further considered.

2. Question from Cllr S Parnes

Please can the Mayor explain, if he is aware, the reason why West Oxfordshire District Council (WODC) did not submit any response to the Scoping Opinion consultation (Number 14/00049/SCOP) administered by Cherwell District Council in relation to the so-called 'Woodstock East' proposal for 1500 dwellings and accompanying development on land East of Woodstock, in time for inclusion in the planning officer's report to the applicant's agent? Oxfordshire County Council (OCC), Cherwell District Council, and numerous other consultees (including Woodstock Town Council) did submit responses in time. Although a Scoping

Opinion exercise is not a planning application, it is an early phase in the planning process for such major development proposals, and a proposal so significant as to double the size of Woodstock would be expected to attract a response from a local authority that collects Council Tax from Woodstock residents and is expected to look out for them. Does the Mayor agree that regardless of whether or not WODC is discreetly engaging with Cherwell DC and OCC on 'Woodstock East', transparency and public confidence are not enhanced by WODC's apparent lack of public response to a public consultation exercise like a Scoping Opinion which would show what factors WODC consider relevant?

The Mayor said that he had attempted to get hold of the relevant officer at WODC that week but that the officer was off sick. The Mayor said that as soon as he had an answer he would circulate it to Cllrs.

WTC/129/14 MOTIONS PRESENTED TO COUNCIL. None

WTC/130/14 PLANNING

(i) Planning Applications. The Mayor and Cllr E Poskitt declared general interests as District Cllrs involved in Planning. The following planning applications were received and considered in the following order.

a) Ref: 14/1304/P/FP: NatWest, 16 Market Place, Woodstock. Alterations to create an ATM room including a new external security door.

RESOLVED that Woodstock Town Council supports this planning application.

b) Ref: 14/1319/P/FP: 14 Flemings Road, Woodstock. Erection of pitch roof over existing porch flat roof. Creation of raised platform and access ramp to front.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

c) Ref: 14/1303/P/FP: 15A Cadogan Park, Woodstock. Alterations and erection of extensions.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

d) Ref: 14/1243/P/FP & 14/1244/P/LB: Woodstock House, Rectory Lane, Woodstock. Change of use from care home to single dwelling with associated staff accommodation. Internal and external alterations to convert care home to single dwelling. Conversion of stables to storage, erection of new garage block and enclosed swimming pool. Internal alterations to staff accommodation.

RESOLVED that Woodstock Town Council wishes to make no comment about this planning application.

ACTIONS:

1. *The planning responses will be submitted to WODC.*
2. *The Town Clerk will bring a trip hazard by the entry to the ATM to the attention of NatWest Bank*

(ii) Planning Appeal Ref: 14/0289/P/FP, 24 Hensington Road, Woodstock
The Council noted that an appeal has been made to the Secretary of State about this planning application. Its later withdrawal had come into the office after the agenda had been issued.

(iii) Update on Application for Residential Development of field between Marlborough School and Budds Close

The Council received and considered an oral report from Cllr Parnes about construction and contractor traffic to this site. Cllr S Parnes also reported upon the advice of the Hardy Orchid Society about grass cutting requirements in order to reveal the orchids at the right time.

Cllr P Jay proposed, Cllr S Parnes seconded the motion and WTC

RESOLVED (7 votes for, and 3 abstentions) to write immediately to the developer, copied to WODC planning department, and others as appropriate, drawing attention to this behaviour in breach of agreements and calling for immediate investigation of this and a report back to the planning authority and WTC. Cllr S Parnes seconded this motion.

ACTION: *Cllr P Jay will assist the Town Clerk in the drafting of this letter.*

(iv) Local Plan

(a) Timings

The Council noted the new dates for the consideration of the WODC Draft Local Plan.

(b) WTC Planning Consultancy.

Cllr B Yoxall presented an oral report noting that it was important that Kemp and Kemp clearly distinguish between their clients. He wanted to ask Mr Mellor whether it was worth having a traffic study by the Glanville Consultancy as was done for the Marlborough Place proposal as the traffic issues involved with a 1500 homes proposal will be very considerable.

Cllr E Poskitt declared a pecuniary interest and left the meeting at this point.

Cllr B Yoxall proposed that WTC obtain a quote for a traffic survey from the Glanville Consultancy, Cllr P Jay seconded this motion and discussion followed and then a vote taken.

RESOLVED (8 votes for and 1 abstention) that WTC obtain a quote for a traffic survey from the Glanville Consultancy,

ACTIONS:

1. *Cllrs P Jay and/or B Yoxall will supply the Town Clerk with a specification for the survey against which Glanville's will be asked to quote.*
2. *The Town Clerk will then write to Glanville's and ask for a quote based upon this specification.*

Cllr C Carritt proposed that WTC upload the Kemp and Kemp report onto the WTC web site as it is a public document. The Mayor seconded this motion and discussion followed.

Cllr E Poskitt returned to the meeting at this point.

RESOLVED (8 votes for and 1 against) that this report be put on the WTC web site. Cllr E Poskitt did not vote.

(v) Neighbourhood Plan Working Group

The Council received and considered a report and the recommendations of the working group. Cllr T Wray thanked all those that had been involved in this working group. Cllr T Wray proposed, Cllr B Yoxall seconded this motion and WTC

RESOLVED (unanimous) that

1. WTC will follow the working group recommendation not to start the development of a neighbourhood plan at this time, but to review this option in 6 months. Since the WODC Local Plan is not available at present and a neighbourhood plan needs to be consistent with the Local Plan, which may not be compatible with [WTC] Council policy, the Council must retain the freedom to consider current development proposals with local people, the District Council and others on their merits as it sees them as to ensure the best outcome for Woodstock as a whole.
2. The Town Council does not develop a Master Plan.
3. The Town Council do not develop the [other] options [considered, including a town growth strategy] further.
4. The Council use this vision [as set out in the working group report] to assist in developing the vision further and plans and decisions, including informing a neighbourhood plan if in 6 months it is decided to develop a neighbourhood plan.
5. The Town Council review the neighbourhood plan option in 6 months when it may be clearer whether any local plan can be reconciled with the Council's vision of the town's future.

Cllr I Hudspeth was thanked for his input on this working group. Cllr T Wray was also thanked for her efforts.

WTC/131/14 PROFESSIONAL HR SUPPORT (Moved forward from item 22 on the agenda)
The Clerk provided an oral update on the work that has been undertaken with Ellis Whittam this year.

The Mayor proposed, Cllr E Poskitt seconded and WTC

RESOLVED (7 votes for, 1 vote against and 2 abstentions) that WTC approves the continuation of the Ellis Whittam agreement in accordance with the contract and authorises the Town Clerk to sign the Year 2 invoices.

ACTION: *The Town Clerk will sign the Year 2 invoices.*

WTC/132/14 PERCEIVED INACCURACIES & IMPRECISSIONS IN DEVELOPER'S PUBLISHED RECORD OF SEPTEMBER 'STAKEHOLDER PRESENTATION' ON 'WOODSTOCK EAST' DEVELOPMENT PROPOSAL

RESOLVED that the Council agreed to defer this item until the November meeting.

WTC/133/14 TOWN MEETING

(i) The Council received and considered the minutes of the Town Meeting that was held on Wednesday 8th October 2014. The council thanked Mrs Ann Grant for taking the minutes at this recent Town Meeting.

(ii) The Council received a motion from Cllr S Parnes but this was not seconded and so the motion fell.

WTC/134/14 FUTURE OF POLICE STATION SITE

The Council received and considered an oral report from Cllr B Yoxall.

Cllr B Yoxall proposed, Cllr Mrs E Stokes seconded the motion and the Council

RESOLVED (6 votes for and 4 votes against) that the Police Station Working Group meet to discuss what is happening about the Police Station site and what might happen in the future.

ACTION: *A meeting of the Police Station Working Group will be arranged.*

WTC/135/14 OXFORD AIRPORT CONSULTATIVE COMMITTEE

The Council received and considered a report from Cllr S Parnes. Cllr S Parnes proposed, Cllr P Jay seconded the motion and Council

RESOLVED that WTC notes with appreciation the efforts and attention expended by the London Oxford Airport in submitting its public safety aviation security, and environment related concerns in response to the scoping opinion consultation administered by Cherwell District Council.

WTC/136/14 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – October 2014

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

(i) The List of Payments for September

RESOLVED (unanimous) that the list of payments totalling £15,792.04 made in the month of September 2014 is approved.

(ii) Bank Reconciliation Statements for September 2014

The Council received and considered the bank reconciliation statements for September 2014.

(iii) Summary and Detailed Income & Expenditure Statements for September 2014

The Council received and considered the summary and detailed income & expenditure statements for September 2014.

(iv) External Audit 2013/14

The Council received and noted the issues arising from a report from BDO LLP, the internal auditors for the 2013/14 report. When the property contract is reviewed it will include an action to examine the terms and comment on its adequacy.

(v) Disposition of Council Funds

The Council received and considered the statement of funds as at 30th September 2014. It was noted that the balance currently included the s106 funds that will be paid to the playgrounds contractor in due course.

(vi) Internal Controls

The Council noted that Cllrs had undertaken internal controls for Asset Controls, Year End Procedures and Bank Reconciliation since the last meeting.

WTC/137/14 MAYOR'S COMMITTEE

The Council received and considered the minutes from the Mayor's Committee that took place on Tuesday 23rd September 2014. The following matters were noted:

- (i) Winter Weather Arrangements (MC/24/14)

ACTION: *The Mayor will seek a temporary replacement to lead on Winter Weather arrangements until such time that Cllr B Yoxall is able to resume the role.*

- (ii) Recording of Council Meetings (MC/25/14)

RESOLVED that:

- a) Woodstock Town Council will install appropriate equipment to allow their own recording of meetings to ensure an accurate recording is on record in the event of members of the public editing recordings in a misleading manner.
- b) Woodstock Town Council adopts the guidance for members of the public attending meetings of the Council set out in Appendix A of the minutes of the Mayor's Committee meeting held on 23rd September 2014.

- (iii) Delegated Decisions (MC/26/14)

RESOLVED That the Town Clerk will report any delegated financial decisions valued at £375 or above.

ACTION: *The Town Clerk will seek proposals and quotations from suitable companies for the installation of appropriate equipment to allow WTC's own recording of meetings.*

WTC/138/14 FOOTPATHS AND OPEN SPACES WORKING GROUP

The Council received and considered the minutes of the meeting of the Footpaths and Open Spaces Working Group that was held on Monday 22nd September 2014. The following matters were noted:

- (i) Update on Action in Relation to Questionnaire on New Road Recreation/Football Club Area

RESOLVED that Woodstock Town Council writes again to the Old Woodstock Football Club with a copy to Blenheim Estates:

- a. thanking them for opening up the footpath parallel to Willoughby Way and making such an effective clearance of the overgrown hedging
- b. stating that the questionnaire has shown how the recreation area with access from New Road on both sides of the Clubhouse has been used by the public for as long as any respondents remembered for exercise, dog walking, events such as fairs and public entertainment and general family and community enjoyment, and
- c. whilst recognising that the community should respect the football pitches and keep dogs under control throughout the area, the strong views expressed in the questionnaire that the long history of public use for recreation and enjoyment should be supported by ensuring the land remains open and accessible to pedestrians.

ACTION: *The Town Clerk will write to Old Woodstock Football Club.*

- (ii) Old Woodstock Paths Questionnaire

RESOLVED that WTC follow up the letter from the Town Mayor to the landowners and tenant farmers of paths in Old Woodstock to:

- a. thank them for their care of the paths
- b. convey the enjoyment of these paths shown by local residents responding to the WTC questionnaire
- c. express the overwhelming wish of local people for reassurance that these paths will remain open and available for use by local people in the future.

ACTIONS:

1. Cllr E Poskitt will send the Town Clerk the contact details of the relevant landowners.
2. The Town Clerk will write to the relevant land owners.

WTC/139/14 COMMUNICATIONS WORKING GROUP

The Council received and noted the minutes of the Communications Working Group meeting of 12th September 2014.

WTC/140/14 MILL STREAM REPAIRS. The Council received and noted an oral report from Cllr C Carritt. The mill stream repairs are now complete.

WTC/141/14 UPDATE ON TRANSPORT AND TOURISM. The Council received and noted a report from Cllr B Yoxall.

ACTION: Cllr Yoxall will produce a draft updated strategy for consideration at the December Town Council meeting.

WTC/142/14 CHRISTMAS LIGHTS 2014/17

The Council received and considered a report and recommendation from Cllr C Carritt.

RESOLVED that Botanicare are awarded the Christmas Light contract for the 3 year period 2014-17

ACTION: The Town Clerk will write to Botanicare.

WTC/143/14 PROPERTY REPORT

(i) Marketing Plan (b/f from September 2014)

This item was deferred until the CMfP is able to consider it further and make recommendations.

(ii) Property Management Routine Contract Review (b/f September 2014)

This item was deferred until the CMfP is able to discuss it further with Cllr C Carritt and make recommendations.

EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that in view of the commercial nature of the business to be transacted the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

(iii) Property Report: The Council received and considered a property report from the Council Member for Property. The following actions were noted:

a) New Replacement Boilers for the Town Hall – more information is required so Carter Jonas (CJ) will be asked to supply.

b) 2 Park Street

RESOLVED that a rent increase is deferred for 6 months to enable the tenant to progress the planned internal refurbishment.

- c) 8 Park Street
RESOLVED that WC Roberts is employed to install secondary double glazing to the bathroom window at a cost of £395 plus VAT.
- d) 'Capability Brown' Picture - the Town Clerk will provide an update on progress made towards the sale of the picture in November.

WTC/144/14 SEALING OF DOCUMENTS

RESOLVED that the lease for one of the downstairs offices at the Community Centre is sealed and signed by the Town Mayor and the Town Clerk at the meeting.

ACTION: *The Town Clerk will return the signed lease to Henmans Freeth.*

RESOLVED that the new leases for 24 Market Place and the upstairs offices at the Community Centre can be sealed and signed by the Mayor and Town Clerk when they are submitted by Henmans Freeth/CJ.

The meeting closed at 10.30 pm

Signed Date