

**MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 13 AUGUST 2013  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr J Cooper (Mayor)	Cllr M Robertson (Deputy Mayor)	Cllr T Wray
Cllr C Carritt	Cllr B Yoxall	Cllr Mrs V Edwards
Cllr Mrs P Richardson	Cllr S Parnes	Cllr Mrs E Stokes

**ALSO IN ATTENDANCE:** 15 Members of the Public.

Before the meeting began the Mayor advised members of the public that the Town Council had not given its permission for the meeting to be recorded.

**WTC/95/13** **APOLOGIES FOR ABSENCE:** Apologies for absence were received and accepted from Cllrs P Jay (holiday) and E Poskitt (holiday/business) and County Cllr Ian Hudspeth (meeting).

**WTC/96/13** **TO RECEIVE DECLARATIONS OF INTEREST**

No Cllr declared any pecuniary interests but the following Cllrs notified the meeting of the following general interests:

Cllr B Yoxall: Agenda items 8 (i) and 8 (ii) as he had a general interest.

Cllr Mrs V Edwards: Agenda item 8 (i) as she had a general interest.

Cllr S Parnes: Agenda Items 4 (Public Participation) & 11 i (b) Planning Applications as he resides on a development adjacent to a field that is the subject of a planning application.

The Mayor: Agenda Item 11 Planning as he is a WODC Member involved in planning matters.

**WTC/97/13** **APPROVAL OF THE MINUTES**

The minutes of the Meeting of the Town Council held on Tuesday 9<sup>th</sup> July 2013 were approved and signed as a correct record subject to the following amendments:

WTC/71/13: Public Participation. The following words were added to the end of point two at the bottom of page 33 "or rounding off".

WTC/72/13: County & District Councillor Updates. On page 35 the first sentence of the 5<sup>th</sup> paragraph was amended to read "In response to a Cllr asking for the result of the motion earlier that day at OCC full council that OCC as a Highways Authority improve its planning responses, County Cllr Hudspeth reported that the motion had been unanimously supported."

WTC/76/13: Planning (ii), Extension of period to respond to an application for major development. The first sentence was amended so the word "expect" was replaced by the word "accept" and the words "response period" inserted after the word "application".

It was noted that the Cllrs who had been absent when the July Town Council meeting was re-convened abstained from approving the minutes pertaining to items that were considered after they left.

**WTC/98/13** **PUBLIC PARTICIPATION**

Cllr S Parnes declared a general interest.

(i) Mr C Harris

Mr Harris addressed the Council about 'openness' and presented facts and figures about councils that utilised 'Confidential Sessions' during their meetings. He noted

that Woodstock Town Council had excluded the public and press during 38 of the past 40 monthly Town Council meetings and that this was more times than any of the other councils that he had contacted.

(ii) Mrs Quincey

Mrs Quincey addressed the Council about the continuing problems she faced when travelling up Shipton Road and raised various other matters that contributed to her objection to the proposed development of the land to the North East of Marlborough School, Shipton Road, including safety concerns and the loss of a field. She said that the proposed development was neither in-fill nor rounding-off.

The Mayor asked Cllrs for their agreement to take Agenda 9 next and then Agenda Item 11 and they agreed to do so.

**WTC/99/13 CHANGE OF DATE – OCTOBER MEETING**

The Mayor asked Cllrs for their agreement to move the date of the October Town Council meeting to 1<sup>st</sup> October as the scheduled date clashed with the Fair in Woodstock and the resulting noise would make it difficult to conduct the meeting.

**RESOLVED**

That the monthly Town Council in October will now take place on 1<sup>st</sup> October 2013.

**WTC/100/13 PLANNING**

The Mayor declared a general interest as he is a WODC Member involved in planning matters. The following planning applications were received and considered.

(i) Planning Applications

To receive and consider the following planning applications:

- (a) Ref: 13/0974/P/FP, Cedar Gables, 46 Green Lane, Woodstock  
Erection of replacement dwelling.

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

(b) Ref:13/0982/P/FP, Land to NE of Marlborough School, Shipton Road, Woodstock

Erection of 64 residential dwellings including 32 affordable homes, new access for vehicles, pedestrians and cyclists, formal open space, car parking and landscaping improvements .

Cllr S Parnes declared a general interest in this application as he resides on a development adjacent to the field that is the subject of a planning application.

The Mayor proposed that WTC endorses the comments of Kemp and Kemp and Glanville Consultants Ltd submitted on its behalf and asks Mr Mellor to attend the Uplands Planning Sub Committee in October and also reviews the report of the Head of Planning and Sustainable Communities to the Uplands Sub Committee due out on 1<sup>st</sup> October. He also proposed that there should be an item on the October agenda to enable WTC to amend the current submissions if necessary. Cllr Yoxall seconded this motion and asked that the effects of the proposed developments on the town infrastructure e.g. the schools and doctors surgery' be included in the report.

Discussion followed during which it was noted that the schools and doctors should be asked to comment to the Town Council before representations are made on their behalf about how the proposed development might affect them.

**RESOLVED** (8 Votes for and 1 abstention)

That

1. Woodstock Town Council objects to this planning application and endorses the comments submitted in letters on its behalf by Kemp and Kemp Property Consultants (dated 31<sup>st</sup> July 2013) and Glanville Consultants Ltd (dated 5<sup>th</sup> August 2013) enclosed.
2. That Mr Mellor of Kemp and Kemp is asked to attend and represent WTC at the Uplands Planning Sub Committee in October and to review the report of the Head of Planning and Sustainable Communities to the Uplands Sub Committee due out on 1<sup>st</sup> October.
3. There is an item on the October Town Council agenda in order that the current submissions can be amended if necessary.
4. The schools and the doctors in the local practice are asked whether they wish to comment on the potential effects of the proposed development on the town's infrastructure.

(c) Ref:13/1034/P/FP, Octagon House, 82 Oxford Street, Woodstock  
Alterations to include removal of porch canopy and lean-to. Erection of a new stone porch and installation of roof lights.

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

(d) Ref:13/1037/P/FP, 10 High Street, Woodstock  
Alterations and erection of rear extension to enlarge existing dwelling.

Cllr Mrs V Edwards proposed that for the sake of consistency WTC should reiterate its previous comments about this property. Cllr T Wray seconded this motion.

**RESOLVED** that Woodstock Town Council objects to this planning application on the grounds of Shopping Policy SH5 and because the Draft Local Plan specifically recommends that retail units in Woodstock be retained wherever possible.

(e) Ref: 13/1039/P/FP, 5 Upper Brook Hill, Woodstock  
Alterations and increase in roof height to create a first floor.

Cllr Yoxall proposed that this planning application is supported and Cllrs Mrs Richardson seconded this motion.

**RESOLVED** that Woodstock Town Council supports this planning application

***ACTION:*** *The planning responses will be notified to WODC*

(ii) Town and Village Green Act (Open Spaces)

The Mayor notified WTC that Cllr E Poskitt had agreed to work with Honorary Townsman John Banbury in order to progress the initiative about Town and Village Greens.

## **WTC/101/13 COUNTY & DISTRICT COUNCILLOR UPDATES**

(i) County Cllr I Hudspeth

Cllrs had previously been circulated County Cllr Hudspeth's August report. This was noted and the Mayor advised Cllrs to email Cllr Hudspeth with any queries.

(ii) District Cllrs J Cooper and E Poskitt

The Council received and noted the August 2013 report from District Cllrs Cooper and Poskitt.

**WTC/102/13 COMMUNICATIONS**

The Mayor referred Cllrs to the letter that he had circulated that evening about email traffic.

The Mayor thanked County Cllr Hudspeth for his response to planning application Ref: 13/0982/P/FP, land to the NE of Marlborough School, Shipton Road.

The Mayor notified the Council about the forthcoming filming in the Mayor's Parlour that will feature Lord Julian Fellowes. It was noted that the hire charge would be on the same basis as that applied to Point Productions.

The Mayor had been informed that there would be events in the Town in 2014 relating to the 100<sup>th</sup> Anniversary of the start of World War I.

**WTC/103/13 QUESTIONS**

The Mayor received the following questions from Cllr Parnes under Standing Order No 8:

Please would the Mayor kindly confirm whether he considers it appropriate for:

- (1) a representative of the Woodstock Town Partnership (WTP) to respond unilaterally to email correspondence from a member of the public to the Town Hall (as occurred in July), where such said communication is, by way of routine conduct, subsequently circulated to councillors – but not to informal or outside bodies - by Town Hall staff for information;
- (2) WTP to use Woodstock Town Council publishing and/or communication facilities paid for by Woodstock Town Council, for promoting and advancing its own group activities;
- (3) WTP to list Woodstock Town Councillors among its members, in publications, without accompanying clarification that any such councillors on the Town Partnership do not officially represent Woodstock Town Council on that group?

Bearing in mind Woodstock Town Partnership (WTP) is (a) an informal group and not a Town Council – recognised outside body to which the Town Council has appointed councillor representatives, (b) is not accountable to the Town Council or to WTC's constituency, and (c) is not entirely representative of Town Council, or some prevailing views of the town population, does the Mayor consider it advisable that there be more 'arms length' disclosure and clarity as to the boundaries between the Town Partnership and the Town Council to avoid confusion?

The Mayor responded by saying that:

1. If the implication of the question was that he should, as Mayor, control what Cllrs put in correspondence, then that was clearly outside his remit.
2. If Cllr Parnes had any evidence of the use of Town Council assets please could he supply this to the Mayor and he would look into it.
3. Woodstock Town Council has no control over publications by others.

The Mayor reminded Cllrs that on the last matter it was up to members to disclose their interests at any meeting at which they are present.

### **WTC/104/13 MOTIONS PRESENTED TO COUNCIL**

Cllr B Yoxall declared a general interest in (i) and (ii). Cllr Mrs V Edwards declared a general interest in (i).

The following motions had been submitted by Cllrs in accordance with the WTC Standing Orders:

(i) Motion from Cllr Parnes

The following motion had been deferred from the Town Council meeting that was held on 9<sup>th</sup> July 2013

The Council:-

1. Regrets the action of Cllr Yoxall in publishing to all councillors plus staff an email of 16 June 2013, and an attached copy letter from Cllr Yoxall to Cllr Edwards and a member of her household dated "13<sup>th</sup> June 2013", whereas contents of these correspondence conveyed unsubstantiated allegations and/or references to "unacceptable" conduct, "breach of good neighbourliness", "trespass", vandalism, and "criminal damage", an assertion of entitlement to compensation, and an accompanying declaration by Cllr Yoxall that "this situation makes it very difficult for me to contemplate working closely with Victoria as she suggested last Tuesday during the discussion on the Leisure & Tourism Strategy Paper I put before the Town Council.";
2. Robustly disapproves of insinuations arising from Cllr Yoxall's correspondence to the effect that she or any other member of her household were party to the accusations and/or assertions which were unsubstantiated at the time of his correspondence, and as far as Council is aware also ever since;
3. Considers that the actions Cllr Yoxall purported or attributed would in any event (even if substantiated) be private matters between residents and not issues within the remit of Council business, and therefore overwhelmingly inappropriate for circulation amongst Town Council Members and staff;
4. Strongly considers it inappropriate and improper for Cllr Yoxall to unilaterally exclude any another duly elected Member of Council from public duties and/or representation activities to which any duly elected Member seeks to contribute; and Calls upon Cllr Yoxall to: (a) apologise to Cllr Edwards and the Town Council for circulating his email and letter, (b) formally retract his correspondence of 16<sup>th</sup> and 13<sup>th</sup> June as circulated, and (c) confirm he will not act to unilaterally exclude her contributions to any degree, from any Council work.

Cllr Parnes presented the background to his motion. Cllrs V Edwards cited S.O. 6 (r) as the motion referred to her, interrupted Cllr Parnes and notified Council that she had spoken to Cllr Yoxall about this motion before the meeting and considered it to be a private matter. She said that she would not take part in this matter or in any discussion. The Mayor invited Cllr Parnes to read his deferred motion. The Mayor asked whether there was a seconder to the motion. The motion was not seconded and it therefore fell.

(ii) Motion from Cllr Yoxall

Cllr Yoxall referred to "The Review of Oxfordshire Local Transport Plan 2011-2030" and proposed that Woodstock Town Council shares the aspirations of the Cotswold Line Promotion Group to see an hourly interval frequency for Paddington/Oxford/Worcester rail passenger services as soon as possible and to this end seeks the support of Oxfordshire County Council in pressing for complete redoubling of the line between Oxford ( Wolvercote Junction) and Worcester ( Norton Junction). This aspiration would seem to be in line with LTP 3 Policies PT3, PT4 and PT5 for Public Transport and should be reflected in Corridor Strategies of the Rural Areas Section of the Plan.

Cllr Carritt seconded this motion and discussion followed.

**RESOLVED** (7 votes for, 1 vote against and 1 abstention)

Woodstock Town Council shares the aspirations of the Cotswold Line Promotion Group to see an hourly interval frequency for Paddington/Oxford/Worcester rail passenger services as soon as possible and to this end seeks the support of Oxfordshire County Council in pressing for complete redoubling of the line between Oxford ( Wolvercote Junction) and Worcester ( Norton Junction). This aspiration would seem to be in line with LTP 3 Policies PT3, PT4 and PT5 for Public Transport and should be reflected in Corridor Strategies of the Rural Areas Section of the Plan.

**WTC/105/13 WOODSTOCK ELECTION – POLL CARDS**

WTC reviewed and considered the use of poll cards for the forthcoming election. Cllr Parnes proposed that Council:

1. Having regard for the fact new residential developments and other substantial growth of the Town's population will have produced an increased body of electors voting for the first time in Woodstock, especially as the last time polling cards were issued in Woodstock for a contested Town Council election was in 2004; and
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 September's election will be contested, Woodstock Town Council will this time opt in favour of issuance of polling cards to electors.
4. Is of the opinion that this being a matter of expediency that the resources for this should be drawn from reserves.

The Mayor seconded this motion. Discussion followed.

**RESOLVED** (Unanimous)

That the council:

1. Having regard for the fact new residential developments and other substantial growth of the Town's population will have produced an increased body of electors voting for the first time in Woodstock, especially as the last time polling cards were issued in Woodstock for a contested Town Council election was in 2004; and
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 September's election will be contested, Woodstock Town Council will this time opt in favour of issuance of polling cards to electors.
4. Is of the opinion that this being a matter of expediency that the resources for this should be drawn from reserves.

**WTC/106/13 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

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

- (i) List of payments for July 2013

**RESOLVED**

That the list of payments totalling £24,730.24 made in the month of July 2013 was approved by the Council.

- (ii) Bank Reconciliation Statements for July 2013

The bank reconciliation statements for July 2013 were received and approved.

(ii) The Summary and Detailed Income & Expenditure Statements for July 2013  
The summary and detailed income & expenditure statements for July 2013 were received and approved.

**WTC/107/13 WOODSTOCK PLAYGROUNDS PROJECT**

The Deputy Mayor reported that the installation of the new roundabout at Rosamund Drive playground would be completed soon.

Seven tenders for the playground refurbishment projects at Budds Close and New Road had been received. The WODC project manager had reviewed these tenders with the Town Clerk and Deputy Mayor and three companies will be invited to present their proposals to WODC staff, the Deputy Mayor, Cllr Mrs Richardson and the Town Clerk next week. The general public will be notified of the final decision and design.

**WTC/108/13 VOTING AT MEETINGS**

The Mayor thanked a resident for bringing a query about ex-officio voting by the Mayor and Deputy Mayor to his attention. Discussion followed. Cllr Carritt explained that in July 2012 it was agreed that the Mayor and Deputy should have full voting powers on WTC committees and the Standing Orders should have been amended. Cllr Carritt proposed that the decision of the committee that reviewed the standing orders in July 2012 be reaffirmed to ensure that ex officio members of committees have full voting rights. This motion was seconded by Cllr Yoxall. A member called for a named vote the result of which was as follows:

For: Cllrs Cooper, Robertson, Carritt, Mrs V Edwards, Mrs P Richardson, Mrs E Stokes and Yoxall. (7)

Against: Cllr Parnes (1)

Abstention: Cllr T Wray (1)

**RESOLVED**

That WTC reaffirms the decision of the committee that reviewed the standing orders in July 2012 to ensure that ex officio members of committees have full voting rights.

**WTC/109/13 2013 BATTLE PROMS FEEDBACK TO WODC**

Cllr Parnes proposed the following response be submitted in response to the WODC Licensing Office's follow-up consultation on the Blenheim Palace Battle Proms event: That the Battle Proms and similar events, especially in hot weather, create situations of long crowds and queues for refreshments and toilet facilities, particularly around meal times. Despite endeavours of organizers, sometimes guests, particularly but not limited to the elderly and children, endure somewhat enhanced degrees of physical inconvenience and hardship. There are typically enormous long queues for temporary outdoor toilets, for example. Within Palace grounds, basic beverages and food can be unexpectedly prohibitively priced for some family guests. Alternatives and enhanced capacity are just a short walk away, but because of the main public and private transport routes leading into the Palace for such events, many guests are not made aware of a diverse range of alternative food, beverage and toilet facilities available in the immediately adjacent Town of Woodstock. Nor do all guests benefit from sufficient awareness when their Palace entry passes entitle their exit into the Town and re-entry into the Palace. It is suggested that broader promotion and awareness of available commercial and public food, beverage and toilet amenities in the adjacent Town of Woodstock would provide happier and more comfortable tourists and guests, alleviate their

inconvenience, enhance effective crowd and traffic control, and alleviate stress and discomfort including during peak mealtime and travel hours.

This proposal was not seconded and so fell.

**WTC/110/13 PARISH PATH WARDENS**

WTC received and considered an email from the Oxfordshire Area Ramblers. Cllr Carritt proposed that: WTC recognises that public rights of way and the maintenance thereof are an important feature of the countryside and in particular, the Council's tourism strategy. Council resolves therefore to find a suitable Parish Path Warden to report directly to Oxford Footpaths Society and Oxfordshire Area Ramblers and to advise the Council on progress and actions.

Cllr Yoxall seconded this motion and discussion followed. It was noted that the Woodstock Walkers Group would be interested in having a joint initiative with WTC. It was also confirmed by Cllr Carritt that there would be no insurance liability on WTC or the Parish Path Warden.

**RESOLVED** (unanimous)

That WTC recognises that public rights of way and the maintenance thereof are an important feature of the countryside and in particular, the Council's tourism strategy, and therefore resolves to find a suitable Parish Path Warden to report direct to Oxford Footpaths Society and Oxfordshire Area Ramblers and to advise the Council on progress and actions.

**WTC/111/13 WINTER WEATHER MAINTENANCE**

Cllr Yoxall asked that the agenda item to consider authorisation of expenditure of £250 plus VAT for an additional grit bin to be located on the Barn Piece Estate, Old Woodstock be deferred until September to enable representations from a resident to be taken into account and the Council agreed to do so.

**ACTION:** *The Town Clerk will include this matter on the agenda for the September Town Council meeting.*

**WTC/112/13 ELECTRONIC AVAILABILITY (ALTERNATIVE DISTRIBUTION AND PUBLICATION) OF TOWN COUNCIL AGENDAS**

Cllr Parnes told the council that he considered it acceptable for Cllrs to distribute agendas electronically to anyone who found it difficult to access them by other means. The Town Clerk noted that the administrative assistant already sent electronic versions of agendas to anyone who requested them and suggested that Cllr Parnes might like to work with her to establish an electronic list of names to which those requesting electronic copies of agendas could be added.

A paper from Cllr Carritt was received and considered. Cllr Carritt proposed, Cllr Mrs V Edwards seconded and the Council

**RESOLVED**

that Woodstock Town Council affirms that there is no legal requirement to post agendas on the website and most parishes of Woodstock size do not do so. Nevertheless, the Council acknowledges that information via the internet is increasingly the method of choice. Therefore, Council resolves to trial the posting of agendas for Council and Committee meetings (but not working groups) on the website for a period of six months with the aim of uploading them within 24 hours of receipt from the Town Hall but without any binding commitment to do so. This applies only to agendas and not to the accompanying papers and documentation.

**WTC/113/13 MEETING OF THE ENVIRONMENT COMMITTEE**

The minutes of the meeting of the Environment Committee held on Tuesday 30<sup>th</sup> July were received and noted.



**WTC/114/13 OXFORD AIRPORT: UNEXPECTED CESSATION OF SCHEDULED FLIGHTS**

Cllr Parnes reported that there were no scheduled flights using the Oxford airport due to a dispute.

**WTC/115/13 EXCLUSION OF THE PUBLIC AND PRESS**

The Mayor proposed that in view of the 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).

The Mayor apologised to members of the public for previously citing the wrong legislation when excluding them from confidential sessions in what were parish council meetings.

**RESOLVED**

That members of the public leave the meeting temporarily whilst the Council considered confidential information.

**WTC/116/13 PROPERTY UPDATE**

(i) Report from the CMfP

The council received and considered the property report from the CMfP and the following resolutions were agreed:

**RESOLVED**

1. That the Town Clerk and CMfP will draft a letter of complaint to the Carter Jonas Line Manager/Director about the lack of action about 8 Park Street and ask them to respond to the tenant within seven days of receipt.
2. That Jackson Electrical will be asked to check the fixed wiring at the Town Hall at a cost of £480.00.
3. That WTC wishes to proceed with the installation of a chandelier in the Mayor's Parlour and the electrician will be asked to resubmit a quote for the electrical work associated with the chandelier only for consideration by the Mayor's Committee.
4. That the wall sconces for the Mayor's Parlour will not be progressed until there is budget available, subject to 4 Park Street.
5. That the Town Clerk will investigate the cost of renovating the two large tables in the Mayor's parlour, dry cleaning the green baizes, and procuring two runners for use at weddings.
6. The disabled wheelchair access toilet is put on hold until the budgetary provisions for 4 Park Street are established.

(ii) 4 Park Street

**RESOLVED**

That the refurbishment of 4 Park Street will be considered by the Mayor's Committee when the wiring report has been received and a recommendation made to full council in September.

The CMfP noted that she would like the role of CMfP to be considered at the September WTC meeting as she wished to stand down due to work commitments.

**ACTION:** *The Town Clerk will include the position of CMfP as an agenda item for the September Town Council meeting.*

(iii) Refurbishment of the Community Centre (Brought forward from June 2013)

This item was brought forward from the June Town Council meeting. The Council received and considered a report from Cllr Yoxall that contained three quotations for replacing wooden ground floor windows with UPVC and decorations inclusive of

Carter Jonas fees. Cllr Yoxall proposed that contractor 'A' be awarded the work and Cllr Mrs V Edwards seconded this motion.

**RESOLVED**

That Jones and Reeves are awarded the work to replace the wooden ground floor windows with UPVC and decorations inclusive of Carter Jonas fees and VAT at a total cost of £9316.00.

**The council went back into open session.**

***WTC/117/13 SEALING OF DOCUMENTS***

**RESOLVED**

That the contract for the purchase of the extension to the existing cemetery in Green Lane should be sealed and signed by the Town Clerk and Town Mayor.

The meeting rose at 8.50pm.

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