

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 9th FEBRUARY 2021
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)
Cllr P Jay
Cllr U Parkinson
Cllr S Rasch
Cllr T Redpath

Cllr A Grant (Deputy Mayor)
Cllr J Cooper
Cllr S Parnes
Cllr E Poskitt
Cllr P Redpath

ALSO IN ATTENDANCE: C Carruthers (Clerk), CCllr I Hudspeth and 14 members of the public.

Cllr M Parkinson called the meeting to a minutes silence in honour of Sir Captain Tom Moore

WTC236/20 APOLOGIES FOR ABSENCE: None.

WTC237/20 DISCLOSURES OF INTEREST:

Cllr A Grant	Item 9(i): Personal interest as she is the Secretary of the Youth Club
Cllr E Poskitt	Item 10 Planning: Personal interest as she is a member of WODC.
Cllr J Cooper	Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee. Item 10(i) Planning: Prejudicial interest as he lives opposite the property under discussion in the application.

WTC238/20 PUBLIC PARTICIPATION SESSION:

Christine Lea addressed the meeting asking how WTC will notify the public in relation to Blenheim's planning application 21/00217/OUT – Banbury Road, Woodstock.
A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC239/20 MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 12th JANUARY 2021 and the MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 26th JANUARY 2021:

Cllr M Parkinson proposed (upon request by C Carruthers), and seconded by Cllr S Parnes

“the minutes of the 12th January be brought back to the March meeting for approval”

C Carruthers noted that she had received several notes from Cllrs asking for amendments and was unable to action these before the current meeting.

Cllr T Redpath stated that she saw nothing wrong with the minutes and that they reflected everything she recalled from the meeting.

VOTE: For:	4	Cllrs J Cooper, U Parkinson, S Parnes, E Poskitt.
Against:	4	Cllrs P Redpath, T Redpath, S Rasch, P Jay.
Abstaining:	2	Cllrs A Grant, M Parkinson.

RESOLVED: To accept the minutes of the 26th January Meeting but bring back the minutes of the 12th January 2021.

Cllr T Redpath proposed, and seconded by Cllr P Redpath that

“both sets of minutes are approved as written by the Clerk”

Cllr S Parnes requested that it be noted that no amendments were invited to be allowed in the above motion.

VOTE:	For:	6	Cllrs T Redpath, P Redpath, U Parkinson, A Grant P Jay, S Rasch.
	Against:	3	Cllrs E Poskitt, J Cooper, S Parnes.
	Abstaining:	1	M Parkinson.

RESOLVED: The motion was carried.

WTC240/20 REPORT FROM THE TOWN CLERK:

- i. Watermeadows update:
Following on from the last TC meeting, Wychwood organised for a contractor to clear the tress debris towards the top end near the grate and close to the Brook Hill houses. C Carruthers advised that more days will be needed and has asked for day rate quotes from other local contractors (who are also familiar with the Watermeadows) along with their availability so we can arrange for further visits. In addition to this, two contractors are quoting for the Mill Stream bank repairs, they are aware of the urgency and the need for this to take place in this financial year. C Carruthers reassured the members that a meeting involving all authorities, companies and residents will take place, she is however waiting for the EA and OCC to confirm their availability.
- ii. Tree Survey's
Quotations have been received from three companies, one was on Sunday, this was insufficient time to review at this meeting, and this item will be brought back to March's meeting.
- iii. Town Hall works – replacement of toilets
C Carruthers authorised Breckon and Breckon to proceed with the refurbishment of the TH toilets, the works are scheduled to start on the 3rd March and last around 3 weeks. This will ensure that the money is spent out of this years (2020-21) budget, where it has been precepted.
- iv. VAT Exemption review
DCK Accounting Ltd have been instructed to undertake a VAT audit for partial exemption. They are sector recognised by HMRC, assessors. The cost for this review is £190.00, C Carruthers agreed the expenditure under her Clerks delegated spending powers. The RFO is dealing direct with them and will report back once it is concluded.
- v. WTC External Communication to the community
Following up on several comments by residents along with monitoring the “We Love Woodstock” Facebook page and the frustration felt by the Brook Hill residents, following the Dec 2020 flooding, it has become apparent that the TC falls slightly short on communicating urgent and important business to the community.
The TC has a website which is regularly updated and maintained by the TC's admin staff but it is clear that people tend to lean more towards social media for sourcing information.

It was confirmed that a motion, to build a TC designed Facebook Page, had already been passed through Council and it was felt that now is the time to go ahead, build and go live with it. The Clerk and Chairman will be the only people to have administration rights to the page, and it is to be used purely for posting important information and notices. Construction of the page will start towards the end of this month.

WTC241/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

The monthly Parish report from Cllr I Hudspeth was received by Council without question or comment. Cllr Ian Hudspeth noted the budget proposed at OCC. Cllr A Grant asked about the Elections in May, she enquired whether they would be going ahead, and the amount of nominations that is required to stand for election (2 for Town Council and 10 for District). Cllr I Hudspeth believes that they will only need two, he said the important thing is that people have the democratic right to vote for who represents them and this has already been delayed by a year due to COVID-19. He said the real drive is the democratic drive held over from 2020, he said it is really important that this takes place. He suggested that a postal vote will be the best way forward. Cllr S Parnes asked the cutoff date for postponing the election, Cllr I Hudspeth said it is late in the day, towards the end of March.

The District Councillors' report was received by Council. Cllr J Cooper added that the district had announced that were not using Ryegrass this year as a polling station and are looking for alternative venues. Cllr E Poskitt reported on the 20mph speed limits. She noted that WTC have always supported 20mph on the A44 through Woodstock and an enforceable 20 mph on the A4095 in the curving narrow stretch through Bladon. Given the current climate of encouraging and promoting walking and cycling, proposing 20mph limits on specific sections of already existing roads may be given more attention than in the past. Cllr E Poskitt and Cllr J Cooper proposed a motion to be heard under item 9 of the agenda.

WTC242/20 COMMUNICATIONS:

There were no communications presented to Council.

WTC243/20 QUESTIONS:

Cllr S Parnes asked the following in accordance with Standing Order 8

A popular property lettings website used routinely by the Town Council's property agents and advisors has been listing a vacancy of a Town Council commercial property at Park Street and the contents note the listing was "Added on 16/11/202". An excerpt from the publicly advertised listing accompanied the circulation to members. Question, in order not to circulate the full online listing appears to contain a possible data breach. Based on the referenced published advertisement, please can clarifications be provided openly to Council in relation to:

- i. As the property vacancy listing is indicated to have been "Added on 16/11/2020, why was no update subsequently provided at December or January Town Council meetings.
- ii. If the Agents achieve the published (extraordinary) advertised rent of £14,000 per month or £3,231 per week, then can constituents expect a Council Tax precept rebate?
- iii. Can the Council be assured that all images in the referenced listing on behalf of Woodstock Town Council does not contain a data breach?

Cllr A Grant replied that it had been an obvious mistake by the online listing provider and that WTC did not get involved with the publishing of adverts. Cllr M Parkinson replied to section iii, that this is carried out by the property agents and online listing provider, so no responsibility of WTC.

WTC244/20 MOTIONS PRESENTED TO THE COUNCIL:

i. Woodstock Town Council notes contents of Blenheim’s recently published

Cllr S Parnes proposed the following motion seconded by Cllr M Parkinson

“The Town Council RESOLVES that: “Woodstock Town Council notes contents of Blenheim’s recently published ‘Annual Update 2020’ as distributed to letterboxes throughout the Town (also online at <https://www.blenheim.org/assets/files/downloads/annual-update-2020.pdf>) and in particular recognises with admiration and appreciation the generosity of Blenheim Bursary contributions to numerous groups and services benefitting local and neighbouring residents of all ages and backgrounds, including among others WUFA, Woodstock Youth Club, Girl Guides Woodstock, Sustainable Woodstock, and Citizens Advice.

The Council also formally acknowledges the notable care, communication and logistical efforts undertaken by Blenheim staff and management towards enhancing safety and COVID-security in making Palatial open spaces and other resources available, for Woodstock residents to enjoy during the difficult and challenging pandemic. The Council is grateful for Blenheim’s generous support to our Community and constituency during the past year.”

Cllr Grant proposed the motion be amended to the following, seconded by Cllr U Parkinson.

*“The Town Council RESOLVES that: “Woodstock Town Council notes contents of Blenheim’s recently published ‘Annual Update 2020’ as distributed to letterboxes throughout the Town (also online at <https://www.blenheim.org/assets/files/downloads/annual-update-2020.pdf>) and in particular recognises with admiration and appreciation the generosity of Blenheim Bursary contributions to numerous groups and services benefitting local and neighbouring residents of all ages and backgrounds, including among others WUFA, Woodstock Youth Club, Girl Guides Woodstock, Sustainable Woodstock, and Citizens Advice. **And also extend this thanks to all the Woodstock Community companies, Societies, Clubs, WODC and individual that helped financially for the good of the Woodstock Community***

The Council also formally acknowledges the notable care, communication and logistical efforts undertaken by Blenheim staff and management towards enhancing safety and COVID-security in making Palatial open spaces and other resources available, for Woodstock residents to enjoy during the difficult and challenging pandemic. The Council is grateful for Blenheim’s generous support to our Community and constituency during the past year.”

The basis of her amendment is that she does not believe it is for this council to cherry pick a grant or funding body supporting the Woodstock Community.

Being very involved with fundraising to build the new Youth Club she assured the Council that many other companies, Societies, Clubs, individual and in fact WODC supported this fund raising effort for the young people of Woodstock and surrounding villages. Whether small or large amounts they are all significant in supporting the Woodstock Community, she went on to say that, she could not support this motion selecting just one of the generous donators and propose an amendment to this motion that it includes all the donators that support our community.

Cllr S Parnes did not accept the amendment and requested a named vote on both the amendment and the motion.

A vote was taken on the amendment.

VOTE:	For:	6	Cllrs A Grant, U Parkinson, M Parkinson P Redpath, S Rasch, S Parnes.
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Against: 2 Cllrs J Cooper, P Jay.
Abstaining: 2 Cllrs T Redpath, E Poskitt.

RESOLVED: The motion was carried

A vote was taken on the full motion including the amendment.

VOTE: For: 8 Cllrs A Grant, U Parkinson, M Parkinson
S Rasch, S Parnes, E Poskitt, P Jay, J Cooper.
Against: 2 Cllrs T Redpath, P Redpath.
Abstaining: 0

RESOLVED: The motion was carried

- ii. That WTC write to OCC to work together to promote a 20mph zone.
Cllr E Poskitt proposed the following motion seconded by Cllr J Cooper.

“That WTC requests OCC to work with the WTC to promote a 20mph enforceable zone throughout the main residential areas of Woodstock, that is: on the A44 between the Hensington Gate and Rosamund Drive; on the Shipton Road beginning as it currently does before the Marlborough estate but continuing along Shipton Road to Hensington Road; a further imposition from the junction of Banbury Road with Hensington Road stretching towards town. A further restriction should cover the whole of the Hensington estate from the junction of Cadogan Park with the A44. All the side roads and built up areas enclosed by these restrictions including the town west of the A44 and Brook Hill/Green Lane area should be included”.

VOTE: For: 7 Against: 3 Abstained: 0

RESOLVED: The motion was carried.

WTC245/20 PLANNING:

Council considered the following applications, and their responses are shown below: -

Cllr M Parkinson moved to take application 20/03367/HDD – 34 Crecy Hill to the end of the meeting, as Cllr J Cooper has a declared interest.

- i. APPLICATION NO: 20/03534/FUL - 15 Bear Close Woodstock Oxfordshire
Erection of a dwelling

RESOLVED: Objection – on the grounds of policy H6 of the local plan. The application will clearly affect the parking availability and have an overdevelopment bearing on neighbouring properties.

- ii. APPLICATION NO: 20/03520/ADV - Kings Arms Hotel 19 Market Street Woodstock
Replacement sign work to public house/hotel

RESOLVED: Objection – the Town Council expressed concern that the location of the proposed lights will create lighting pollution affecting the area and wildlife.

- iii. REFERENCE NO: 21/00217/OUT - Land North Of Banbury Road Woodstock
Outline application with all matters reserved except for means of access for up to 250 dwellings with community space and car barns together with associated works.

RESOLVED: Objection – The Town Council vigorously objects to this application on the ground of the planning policies EW9, EW5(e), EH7, T3, E6. In addition to these breaches in policies the Town Council wish WODC to note comments made in the Inspectors report on the WODC Local plan, the excerpt being “In the light of the Advice report the Council has proposed further modification to policy EW1e to ensure that housing is focused away from the western part of the site and to restrict its overall capacity to around 180 dwellings, even lower than the report’s suggested figure of 220. This is an appropriately cautious approach, given the importance of ensuring that development of the site would minimize any possible harm to the setting of the WHS/Registered Park and Gardens. The policy wording of “around 180 dwellings” would not definitively rule out a proposal for more dwellings if it could be convincingly demonstrated that this would not cause significant harm”. The Inspector went on to say, various sites submitted expressed concern at the overdevelopment of the historic town of Woodstock be a maximum of 600 houses. We therefore challenge also challenge the quantity of 250 houses, taking the total amount currently applied for to 730 houses in Woodstock.

There is inadequate recognition of the difficulties/dangers created by the points of access for the site, during both the construction phase and the ongoing footfall and traffic once residents have occupied the properties. The bridleway which goes along Green Lane and into which the Green Lane access point will flow is 413/6/10. The National Cycle Route 5 (Reading to Chester but in this section Oxford to Banbury) also goes down New Road, hits Shipton Road more or less where it junctions with Banbury Road and then proceeds down Green Lane and along Green Lane towards Banbury. Increased traffic due to the development and particularly with heavy goods vehicles whilst the site is under construction will impact severely on these foot and cycle paths. Further footpaths along Banbury Road are absent on one or both sides for much of the route. If it is planned that children will walk or cycle to school – which would seem likely due to the closeness of the site – there would have to be MAJOR pavement construction along the whole of the Banbury Road within Woodstock and this would in my view necessitate narrowing the road itself significantly.

If the doctors’ surgery is redeveloped on this site, this will lead to considerable increase in day-time traffic including occasional ambulances as the site will be remote for many of the ‘not so well’ of Woodstock to walk to the site, let alone those patients coming from Stonesfield, Combe, Tackley and other surrounding villages (we are told these non-Woodstock residents are two thirds of the practice) who would have a significant walk from any bus stop. As we understand the surgery if developed here will be in the north-western part of the site, access would seem likely through the Green Lane entrance further creating interference with bridleway and cycle path.

WTC believes access to the Green Lane entrance via Hensington Road or Shipton Road or Brook Hill will be full of hazard – not good. Unless coming from the Banbury end, the Banbury Road access has problems. It is disturbingly close to the corner in the road. Also, the idea of having replacement parking either side of the access point seems daft: it will obstruct views of the road. Why else is parking illegal adjacent to a zebra crossing if not to avoid the situation of a parked car blocking the view both for traffic and for pedestrians.

There must be a detailed construction traffic management plan agreed with WODC and WTC before any construction begins.

- iv. APPLICATION NO: 20/03532/HHD - 38 Shipton Road Woodstock Oxfordshire
Erection of single storey front and side extensions and a two storey rear extension, together with loft conversion to create additional living space.

RESOLVED: Object – The proposed application is overbearing for surrounding properties and the access for builders and construction is not suitable.

WTC246/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2021:

- i. The Council resolved that the list of payments totalling £80,300.18 made in the month of January 2021 - The Council **RESOLVED** to approve the payments in January 2021.
- ii. To approve the Bank Reconciliation statement to 31st January 2021 – The Council **RESOLVED** to approve the Bank Reconciliation for January 2021.
- iii. To receive and consider the summary and detailed income & expenditure statements for December 2020 – The Council **NOTED** the Income and Expenditure statements, recording that the donation to the Air Ambulance is taken from the Mayor’s Charity budget.

Cllr P Jay proposed and seconded by Cllr M Parkinson the motion that the Town Council approve the statements i-iii above.

Cllr S Parnes questioned the payment for the Cemetery Extension in regard to it fitting with in the original approved contract. Cllr A Grant assured the members that the £45,000 net figures had been approved.

The motion was taken to a vote, with Cllr S Parnes requesting it be named.

VOTE:	For:	9	Cllrs A Grant, U Parkinson, M Parkinson, T Redpath, S Rasch, P Redpath, E Poskitt, P Jay, J Cooper.
	Against:	1	Cllr S Parnes.
	Abstaining:	0	

RESOLVED: the motion was carried.

- iv. The Council reviewed Effectiveness of the Internal Control paper, they **RESOLVED** to adopt the paper. Cllr S Parnes noted that he was not confident that all controls were being implemented regarding contracts.

VOTE:	For:	9	Against:	1	Abstained:	0
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- v. To receive the Fixed Asset Register for 2020-21 and note the additions for 2020-21, they **RESOLVED** the register, but noted that it needed reviewing in the new year. C Carruthers advised that the insurance contract was coming to end and part of the review and new tender would incorporate a revaluation of the TC’s fixed assets.

VOTE:	For:	10	Against:	0	Abstained:	0
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- vi. To review and approve the Risk Assessment for 2020-21. It was **RESOLVED** to **adopt** and **approve** the Risk Assessment for 2020-2021. Cllr S Parnes raised the concern that a resolution made in 2018 regarding GDPR had not been implemented, he would therefore have to record his vote against the adoption of the assessment.

VOTE: For: 9 Against: 1 Abstained: 0

- (vii) The Members received the External Audit report for 2019-20, they noted that it had been signed off with no comments. The AGAR External Audit report was approved for 2019-20.

VOTE: For: 10 Against: 0 Abstained: 0

WTC247/20 IT PROVIDERS AND SOFTWARE PACKAGES:

The Council had invited three IT providers to tender for moving the TC's IT onto a cloud based server, along with hosting the domain names and the mailboxes.

Two companies had returned quotation, one of whom is the TC's current provider.

	Company A	Company B
One Off Setting Up Fee	£ 375.00	£ 1780.00
Monthly Fee's	£ 236.34	£ 343.60
Configuration of laptops	£ 0.00	£ 500.00

Cllr M Parkinson proposed, seconded by Cllr A Grant that the TC accept Company A.

RESOLVED: the motion was carried.

WTC248/20 PROPERTY PORTFOLIO:

Cllr A Grant circulated a Property report. The report was noted and she reconfirmed that the toilets in the Town Hall are being replaced, starting the first week in March.

WTC249/20 PLANNING: Cllr J Cooper left the meeting.

- i. APPLICATION NO: 20/03367/HHD - 34 Crecy Walk Woodstock Oxfordshire
Erection of a two storey front extension along with single and two storey rear extensions to include alterations to facade. Extended dropped kerb for additional off-street parking.

RESOLVED: No Objection

The meeting closed at 9:40pm

Chair:

Date: