

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 27th APRIL 2021 AT 7.30PM
HELD VIRTUALLY VIA ZOOM VIDEO CONFERENCING**

PRESENT:

Cllr M Parkinson (Mayor)

Cllr P Jay

Cllr U Parkinson

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 9 members of the public.

WTC268/20 APOLOGIES FOR ABSENCE: Cllr S Rasch

WTC269/20 DISCLOSURES OF INTEREST:

Cllr J Cooper

Item 10 Planning: Personal interest as he is a member of WODC Planning Sub-Committee.

Cllr E Poskitt

Item 10 Planning: Personal interest.

Cllr M Parkinson

Item 11 iv: HR Company knowledge

Cllr U Parkinson

Item 11 iv: HR Company knowledge

WTC270/20 PUBLIC PARTICIPATION SESSION: None.

WTC271/20 MINUTES OF THE CONFIDENTIAL COUNCIL MEETING HELD ON TUESDAY 9th March 2021:
To approve the minutes: Proposed J Cooper, Seconded E Poskitt **Resolved: Approved**

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 9th March 2021:

To approve the minutes: Proposed J Cooper, Seconded E Poskitt

Page 128 – Councillor numbers: Cllr E Poskitt

Page 129 – Amendments to traffic statement: Cllr E Poskitt

C Carruthers to be referred to in formal minutes as Clerk: Cllr E Poskitt

Page 130 – Amendment ‘explore investing in CCTV’: Cllr E Poskitt

Page 134 – Amendment to Community Development Project meeting was attended by the Steering Group and the District Councillors: Cllr T Redpath **Resolved: Approved**

MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 23rd MARCH 2021:

To approve the minutes: Proposed J Cooper, Seconded E Poskitt

Page 135 – ‘Spelling’ removed: Cllr E Poskitt

Resolved: Approved

WTC272/20 REPORT FROM THE TOWN CLERK:

i. War Memorial:

The Clerk had instructed a reputable company to Clean the War Memorial at a cost of £510.00. Cllr J Cooper asked the Clerk to check the references of the company. The Clerk will also remind them that it is currently needing to be assessed for its stability.

ii. Watermeadows update:

A quote for materials and installation of fencing had been received, the Clerk is awaiting two further quotes.

iii. Flooding:

EA have agreed to walk the river course and culvert. Cllr J Cooper request that 'Lower Brook Hill' residents need to have a clear line of communication for when issues arise (and when the offices are closed). The Clerk confirms that all residents need to be made more aware of the information and contact details made available to them on the Town Council website. Cllr P Redpath states that he is unhappy that residents are taking it upon themselves to arrange meetings and action plans/agendas, they need to go through the correct channels and must include the Town Council on all communications.

WTC273/20 COUNTY AND DISTRICT COUNCILLORS' UPDATE:

County: Cllr Ian Hudspeth had not produced a printed County update due to the elections. Cllr E Poskitt asked about the piece of the public footpath linking Hedge End and Park View owned by a Mr Dietz. Had he been traced? Cllr Hudspeth has set in motion efforts to trace Mr Dietz. The Clerk asked if information regarding the A44 safety audit had been received. Cllr Hudspeth replied that the report was going through the correct process and would be with the Council after the elections. Cllr Parnes asked about the potential for a path around the watermeadows. Cllr Hudspeth reported the matter had not progressed. Cllr A Grant reminded Council that a proposed path across the watermeadows was previously rejected by the Council and therefore cannot come back for discussion /vote until late 2021 at the earliest. Cllr P Redpath reiterated his concerns that Blenheim might 'get hold' of the remaining watermeadows. He is disheartened by the amount of green space being lost to development.

District: Cllr E Poskitt stated that the dates for opening the swimming pool were under discussion. Spare money from that set aside by WODC for parking reviews is likely to be distributed towns and villages in West Oxfordshire for their own parking plans. £200,000 from the government for traffic modification in Oxfordshire will spread thinly across the towns and villages. Cllr A Grant asked about the potential for electric car parking spaces and how use of these spaces would be monitored. Cllr J Cooper believed it would be in the remit of parking wardens to manage this. Cllr A Grant also asked for further information regarding which spaces would be allocated and the fines that would be imposed. Cllr S Parnes asked that Cllrs kept the Town Council better informed about licensing issues/permits. Cllr J Cooper said he thought this was a role for the Town Hall staff.

A motion from Cllr Parnes proposing WTC acknowledge the car parking funding from WODC and thank members of the public researching the matter had no seconder.

WTC274/20 COMMUNICATIONS:

Cllr M Parkinson wants to, personally, thank ALL the retiring members of the Town Council for their time and dedication to Woodstock Town Council. Cllr M Parkinson would like to propose to split the meeting for May so that the Annual Town Council Meeting and the Town Council Meeting are held on separate occasions.

Proposed M Parkinson, Seconded A Grant

Resolved: Motion carried

WTC275/20 QUESTIONS:

None.

WTC276/20 MOTIONS PRESENTED TO THE COUNCIL:

i. Resuming of Face to Face meetings:

Proposed: A Grant Seconded: M Parkinson

"future meetings will be held in the Town Hall Assembly Room for all COVID guidelines to be adhered to".

Vote:	For:	6	M Parkinson, T Redpath, P Redpath, E Poskitt, A Grant, U Parkinson
	Against:	2	P Jay, S Parnes
	Abstain:	1	J Cooper

Resolved: Motion carried

Cllr S Parnes proposes an amendment of looking at the Community Centre to be used for accessibility and a one-way system, a risk assessment needs to be undertaken at any venue prior to commencement, also can there be an option for remote meetings to be available to those who cannot attend physically, NOT Seconded.

ii. Reopening of Venues:

Proposed: A Grant Seconded: M Parkinson

“ that due to for safety and guidelines purposes that the WTC do NOT reopen venues until September 2021 when there will be a clearer outlined roadmap (Weddings can commence under the guidance of the Registrar). Proposed”.

Vote: For: 8 Against : 1 Abstain: 0 **Resolved: Motion carried**

iii. Extension of Wychwood’s Management contract for 1 year:

Proposed: P Redpath Seconded: A Grant

“ that WTC extends the Wychwood management for 1 year until April 2022”.

Vote: For: 9 Against : 0 Abstain: 0 **Resolved: Motion carried**

iv. Councillor Roles & Responsibilities:

Proposed: M Parkinson Seconded: A Grant

“Councillor role summaries with amendments as discussed to be recommended to the new Council as of May 2021”.

Document had been circulated, Cllr T Redpath requests that ‘committees’ are removed from the wording and rephrasing of ‘liaison’. Cllr E Poskitt wants to ensure that a Councillor is allocated to speak on behalf of the Council for finance when the RFO is not in attendance. Cllr M Parkinson confirms that numbers can be amended under the new Councils prerogative.

Vote: For: 9 Against : 0 Abstain: 0 **Resolved: Motion carried**

WTC277/20 PLANNING:

To **agree** comments to be submitted to West Oxfordshire District Council in respect of the following planning applications: -

- i. APPLICATION: 21/00764/HHD - 1 Mavor Close Woodstock Oxfordshire
Rendering to areas of the existing walls and erection of a brick pier to front elevation.
Resolved: No objection
- ii. LICENCE APPLICATION: W/21/00167/PRMV - Duke of Marlborough
Variation of premises licence.
Resolved: No objection – outside of parish boundary.
- iii. APPLICATION: 21/01093/HHD - 11 Manor Road Woodstock Oxfordshire
Installation of a flue to serve wood burning stove.
Resolved: No objection
- iv. APPLICATION: 21/00626/LBC – 11 Manor Road Woodstock Oxfordshire

Internal and external alterations to install a flue to serve wood burning stove.

Resolved: No objection

v. Review and Clarification of Pavement Licensing Notifications:

Pavement licensing's notifications are circulated with short comment timeframes. Urgent planning meetings can be called but 3 working days are required to convene a meeting and agenda. Cllr J Cooper suggests writing to our MP to highlight the timings/notification period. Cllr E Poskitt reiterates that individuals can submit comments without a meeting being held. Cllr A Grant asks if this will still become an issue when the COVID guidelines are lessened as this was not an issue prior to March 2020. The Clerk agrees to circulate short notice permits so Councillors can make comments individually if they so wish.

WTC278/20 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MARCH 2021:

Proposed: P Jay Seconded: J Cooper

- i. List of payments for March 2021: **APPROVED**
- ii. Bank Reconciliation Statement for March 2021: **APPROVED**
- iii. Summary and Detailed Income & Expenditure Statements for March 2021: **APPROVED**

iv. Instruction of HR Consultancy company:

Proposed: J Cooper Seconded: P Jay

The Clerk had circulated a report on the instruction of a HR Consultancy company for staffing support. COMPANY offered a contract of 36 months at £149pcm, no additional cost in the case of a tribunal and a stress line also available to employees.

Vote: For: 7 Against : 0 Abstain: 2 **Resolved: Motion carried**

v. List of Regular payments made by Direct Debit and Standing orders: the regular payments made by DD and S/O: **APPROVED**

vi. Hensington Road Cemetery wall repairs quotations:

Proposed: M Parkinson Seconded: A Grant (Cllr P Jay left meeting)

that the main issue is fixed under Quote A1 and then look into other, more detailed quotes when the whole wall can be assessed in the future".

Cllr P Redpath has asked that WTC approach St Hugh's Church to see if they will contribute to the cost, also the WTC could ask for someone to monitor the wall and then get a more specific quote done.

Vote: For: 6 Against : 1 Abstain: 1 **Resolved: Motion carried**

WTC279/20 TO REVIEW AND APPROVE GREEN SPACE REPORT/NEIGHBOURHOOD PLAN:

Cllr T Redpath has confirmed that a six week consultation is required, it then goes through WODC and then a referendum for the final decision.

Proposed: A Grant Seconded: M Parkinson

"that WTC would like to thank Cllr T Redpath for all her hard work and commitment to the neighbourhood plan and obtaining the grant and agrees that she should assist the council on completing this plan".

Vote: For: 7 Against : 0 Abstain: 1

Resolved: Motion carried

WTC280/20 TO REVIEW AND APPROVE PLANNING REPORT:

Cherwell Local Plan update from Cllr T Redpath. The judicial review hearing is to take place on 23rd-24th June with a seconded in South Oxfordshire by Bio Abundance. This is an ongoing issue and Cllr T Redpath will keep the WTC updated on the progress as part as she is a member of the action group.

WTC281/20 TO REVIEW AND DISCUSS OLD WOODSTOCK LINE REPORT:

Cllr S Parnes has checked the signage and believes that there was some misrepresentation of OWL. The signage gives the impression that this is a local nature reserve maintained by the stakeholders linked, which is not a true statement. This needs to be corrected either with the stakeholders or the signage as there is a risk to WTC to be held accountable for the error and the lack of correction. Cllr T Redpath is disappointed as to how this issue has been approached but feels the new council can decide about the change in status.

Proposed: M Parkinson Seconded: A Grant

“to start the process to officialise the status of the area”.

Vote: For: 6 J Cooper, T Redpath, P Redpath, A Grant, M Parkinson, S Parnes, U Parkinson
 Against: 1 E Poskitt
 Abstain: 0

Resolved: Motion carried

WTC282/20 WTC PROPERTY PORTFOLIO:

- i. Property Portfolio report was circulated from Cllr A Grant:

8 Park Street early release:

WTC will allow early release if the property is all in order and a new tenancy agreed.

Vote: For: 8 Against: 0 Abstain: 0

Resolved: Motion carried

- ii. Update and Good housekeeping report on properties:

a) Cobble area: Ongoing

b) Community Centre boiler: Cold mornings it switches off and must get restarted.

Proposal of a new boiler costing to be installed over the summer months. The Clerk will research for pricing etc.

c) Physiotherapy room: Vinyl flooring pricing £450, tiles are more expensive. Request that the vinyl floor costing is given approval to commence.

Proposed: A Grant Seconded: J Cooper

Vote: For: 8 Against: 0 Abstain: 0

Resolved: Motion carried

d) Car park: Using the legacy and £12,000 the whole car park can be resurfaced. Cllr A Grant to investigate what legacies are available.

Cllr A Grant proposes that the Community Centre car park is resurfaced for a cost of £16,728 +VAT.

Vote: For: 8 Against: 0 Abstain: 0

Resolved: Motion carried

The meeting closed at 10pm

Chair:

Date: