

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON TUESDAY 22<sup>nd</sup> JUNE 2021 AT 7.30PM  
HELD IN THE TOWN HALL**

**PRESENT:**

Cllr M Parkinson (Mayor)  
Cllr E Poskitt  
Cllr U Parkinson  
Cllr R Faulkner  
Cllr M Manson  
Cllr K Bailey

Cllr J Lamb (Deputy Mayor)  
Cllr A Grant  
Cllr S Parnes  
Cllr J Bleakley  
Cllr J Spencer-Churchill  
Cllr N Manby-Brown

**ALSO IN ATTENDANCE:** C Carruthers (Clerk), CCllr A Graham, DCllr J Cooper and 2 members of the public.

**WTC011/21 APOLOGIES FOR ABSENCE:** None.

**WTC012/21 DISCLOSURES OF INTEREST:**

Cllr M Parkinson	<b>Item 12 &amp; 12 xiv Planning:</b> Personal interest as he is a member of WODC and lives near the property in application.
Cllr J Lamb	<b>Item 12 xi:</b> Personal interest as she lives near the property in the application.
Cllr E Poskitt	<b>Item 12 Planning:</b> Personal interest as she is a member of WODC

**WTC013/21 PUBLIC PARTICIPATION SESSION:**

Mr Colin Carritt addressed the meeting on the following issues.

1. The Burford Experimental Weight Limit and its impact on Woodstock
2. The County Council's response to WTC's long standing concerns over road safety on the A44 - particularly on "The Causeway".

A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

**WTC014/21 MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 27<sup>th</sup> April 2021:**

To approve the minutes with amendments: Proposed A Grant, Seconded M Parkinson  
**Resolved: Approved**

**MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON TUESDAY 18<sup>th</sup> May2021:**

To approve the minutes with amendments: Proposed R Faulkner, Seconded A Grant  
**Resolved: Approved**

**WTC015/21 REPORT FROM THE TOWN CLERK:**

1. Insurance Claim – Resident @ Brookhill re flooding of Watermeadows  
WTC received a letter from Aviva Insurance acting on behalf of a resident of Brookhill. They are claiming for damages to the office in their garden following the December 2020 floods. This has been passed to Zurich who will deal with this on our behalf.

2. Wychwood – Watermeadows maintenance plan  
Following the resolution at May’s WTC meeting, we asked Wychwood if they would continue to maintain the meadows for a further year to allow the council to redraft a fit for purpose plan before going out to tender. Unfortunately, they have taken on other large projects so are unable to carry this out for us.  
WTC are assessing the plan, and have taken up the offer of help from Roy Cox at Blenheim, to look at the existing maintenance schedule and see where this is working and what can be improved upon. It was noted that the signage needs reviewing.
3. Watermeadows clearing of log piles  
A quotation for £6,000 plus VAT was received from 1 contractor for clearing the 8 piles of logs left in the meadows. 3 further contractors have been contacted and the Clerk is awaiting their quotations.
4. Fencing at Watermeadows  
Wychwood have agreed to install the fencing along the Glyme Close boundary. Residents will be consulted prior to any works being undertaken.
5. New sign Princes Ride  
It was approved to contact WODC and purchase a new sign.
6. Traffic Advisory  
Costs for a locum clerk are to be investigated should TAC decide to increase the frequency of their meetings.

**WTC016/21 COUNTY AND DISTRICT COUNCILLORS’ UPDATE:**

**County:** A hard copy of CCLrs A Graham’s report had been circulated. He orally updated the meeting regarding the Burford Traffic Order, Sustainable Future and Feasibility.

**District:** A hard copy of WODC Cllrs’ E Poskitt and J Coopers report had been circulated. Cllr J Cooper orally updated the meeting on Council meetings at WODC, and noted that Cllr J Cooper was sitting on Finance & Management Overview and Scrutiny, Development Control Committee, Deputy Chair of Uplands Planning Sub-committee and Audit and General O&S. Cllr E Poskitt is on Economic & Social O&S, Audit & General O&S and the Standards Committee.

**WTC017/21 COMMUNICATIONS:** None received.

**WTC018/21 QUESTIONS:** None received.

**WTC019/21 MOTIONS PRESENTED TO THE COUNCIL:**

- i. Resolution of Congratulations to Mr I Hudspeth, OBE  
Proposed: S Parnes      Seconded: J Lamb

*“the town council formally extends and records its congratulations to Mr Ian Hudspeth, OBE in relation to his becoming an Officer of the British Empire as announced among the Queen’s Birthday Honours: 2021”*

*“The Council recognises the substantial, direct local relevance of this OBE awarded “for services to Local Government” whereas Mr Hudspeth has provided many years of service to the Woodstock Community, including: as County Councillor; District Councillor; Traffic Advisory Committee Chairman; and other capacities altogether enabling Woodstock’s interests to be widely represented and frequently head, whether directly or indirectly”.*

**Vote:** For: 12

Against: 0

Abstain: 0

**Resolved: Motion carried**

ii. To Fly the Union Flag all year round at the Town Hall:

Proposed: S Parnes      Seconded: J Bleakley

*“Subsequent to the Secretary of State’s direction that the Union Flag should be flown all year round from Government buildings, and his encouragement for all local authorities in England to facilitate the same, the Town Council resolves that the Union Flag shall be flown above the Town Hall continually.*

*“Additionally, the Town Council asks the Town Hall to present options and recommendations for automated illumination of the flag at night, preferably through solar power or other environmentally-friendly mechanism”.*

***A named vote was requested but due to lengthy discussions are unclear – bring back to July meeting for recorded vote.***

iii. Clarifications RE TPD (Town/Palace Dialogue) and TAC (Traffic Advisory Committee):

Proposed: S Parnes      Seconded: M Parkinson

*Proposal A: That WTC request the Town Hall (a) establish on the Council’s website either dedicated section for – or some other form of convenient link to – the TPD and TAC Minutes for easier access; and (b) to check that all of TPD and TAC Minutes at least since the Resolution of 11th June 2019 are available online (and, where necessary, request of the respective named Committees any missing Minutes to post them online).*

*Proposal B: That WTC reaffirm its desire for TPD and TAC meeting Agendas be posted online and WTC noticeboards, and reiterate this request to the respective named committees.*

*Proposal C: That in the circumstances arising since the adoption of the current Local Plan which contains allocation of at least three sites for realistically imminent major development, the Town Council requests the ‘Town Palace Dialogue’ (which is not Council body) to modify its terms of reference to rescind the bar against discussion of development matters - without altering, affecting or implying variation to the Town Council’s continuing policy of objection in principle to major development on fields around the Town - in order to facilitate discussions in open session. And, that development-related discussions on other working groups involving Town Council representation should be brought to the JCTPD’s meetings, preferable exclusively but at least way of update.*

**Vote:** For: 12      Against: 0      Abstain: 0      **Resolved: Motion carried**

iv. Investigate the proposed link between Towns by the Town of Maintenon, France:

Proposed: M Parkinson      Seconded: J Lamb

*“WTC resolves to consider and agree to investigate the proposed link between towns”*

It was agreed that Cllr Parkinson would investigate costs involved before any further discussions to twin would take place.

**Vote:** For: 12      Against: 0      Abstain: 0      **Resolved: Motion carried**

**WTC020/21 STAFFING PANEL UPDATE:**

(i) To **agree** the minutes of Staffing Panel Meeting 14<sup>th</sup> June 2021.

Proposed: R Faulkner      Seconded: M Manson

- (ii) To approve and agree the Job Description, and the advertising of the post to be via electronic and social media only.

Proposed: R Faulkner                      Seconded: M Manson

The Job Description and hours were discussed, Cllr U Parkinson thought there no need for 30 hours, and Cllr A Grant thought the advert should also go in the local newspaper.

It was agreed to proceed with 25-30 hours and online only.

**Resolved: Approved**

**WTC021/21      REPORT OF THE RESPONSIBLE FINANCIAL OFFICER:**

To below reports were received and discussed:

- (i) The council resolve that the list of payments totalling £20,631.75 made in the month of April 2021 as **approved**.

The council resolve that the list of payments totalling £23,432.75 made in the month of May 2021 as **approved**.

The council note the receipts and payments made by Breckon and Breckon in month of May 2021 as **approved**.

The council note the payments made on the council charge card in the month of May 2021 as **approved**.

- (ii) The council considered the bank reconciliation statement for May 2021 as **approved**.
- iii) The council considered the summary and detailed income & expenditure statements for May 2021 as **approved**.
- iv) The council noted and considered the report on financial year end Budget v Actual I income and expenditure and the yearend income and expenditure statements as **approved**.
- v) The council considered a report on suggested Carry forwards from 2020-21 budget into the budget for 21-22, it was **AGREED** and **RESOLVED** that £5,000 from the Town Hall New Boiler carry forward be vired to the Watermeadows giving the Watermeadows a total carried forward of £15,500.  
Proposed: A Grant                      Seconded: M Parkinson
- vi) The council considered and noted the Internal Audit report for financial year 2020/21 and note the year end observations as **approved**.
- vii) The council considered and **approved** the accounts for the financial year 2020/21.
- viii) The council received and **approved** the consolidated bank statement 31<sup>st</sup> March 2021.
- ix) Annual Governance and Accountability Return 2020/21: the council considered, approved and signed:  
a) approved and signed section 1 (Annual Governance statement 2020/21) Cllr S Parnes stated he could not approve this section of the AGAR as he believes WTC are not compliant with all statements within it.

**Vote:** For: 11                      Against: 1                      Abstain: 0                      **Resolved: Approved**

- b) approved and signed section 2 (Accounting statements 2020/21)

**Vote:** For: 12                      Against: 0                      Abstain: 0                      **Resolved: Approved**

- x) The council received and noted that the period of Public Rights will commence on 28<sup>th</sup> June 2021 for 30 working days.
- xi) The council **RESOLVED** to remove the names Julian Cooper, Peter Jay and Trish Redpath from the bank signatories as they are no longer on the council and add two new bank signatories to the Council bank account: these being Cllrs J Lamb and N Manby-Brown.
- xii) The council agreed and **approved** the Town Council insurance invoice from Zurich.

**WTC022/21 PAPERLESS MEETINGS:**

The Clerk had requested that meeting packs be distributed in electronic format only.

Proposed: R Faulkner Seconded: M Manson

It was **AGREED** that an Opt In facility be made available, members had to Opt In to receive paper copies, and also Opt In for having these posted to them.

**WTC023/21 PLANNING:**

The council agreed the following comments to be submitted to West Oxfordshire District Council in respect of the following planning applications: -

- (i) APPLICATION: 21/01832/LBC – 38-40 High Street, Woodstock  
External alterations to erect a non-illuminated heritage fascia sign, projecting sign, window  
**RESOLVED: No objection**
- (ii) APPLICATION: 21/01323/HDD – 41 New Road, Woodstock  
Demolition of garage, proposed part side and rear extension and a further rear extension.  
Erection of porch roof. Proposed two storey side extension and single storey side extension.  
**RESOLVED: No objection**
- (iii) APPLICATION: 21/0105/ADV – 38-40 High Street, Woodstock  
External alterations to erect a non-illuminated heritage fascia sign, projecting sign, window  
**RESOLVED: No objection**
- (iv) APPLICATION: 21/01693/HDD – Merry Piece, Oxford Road, Woodstock  
Addition of second floor front dormer and balcony and front door canopy.  
**RESOLVED: No objection**
- (v) APPLICATION: 21/01559/S73– Land east of Woodstock Oxford Road Woodstock  
Variation of condition 1 of planning permission 18/02574/RES to allow house types in Phase 3  
**RESOLVED: No objection with the caveat that the promised percentage of affordable houses is in-keeping with planning.**
- (vi) APPLICATION: 21/01687/LBC– 32 High Street, Woodstock  
External alteration and extensions to include the removal of the existing conservatory and erection of garden room etc.  
**RESOLVED: No objection**
- (vii) APPLICATION: 21/01686/LBC– 32 High Street, Woodstock  
External alteration and extensions to include the removal of the existing conservatory and erection of garden room etc.  
**RESOLVED: No objection**

- (viii) APPLICATION: 21/01862/HHD– 13 Green Lane, Woodstock  
Erection of two story rear extension  
**RESOLVED: No objection**
- (ix) APPLICATION: 21/01584/FUL– 122 Oxford Street, Woodstock  
Removal of one internal wall circa 1990 between kitchen and utility room  
**RESOLVED: No objection**
- (x) APPLICATION: 21/01585/LBC– 122 Oxford Street, Woodstock  
Internal and External refurbishment works includes changes to ground floor layout  
**RESOLVED: No objection**
- (xi) APPLICATION: 21/01583/LBC – The Old Town House 9 Park Street, Woodstock  
Modification of an existing first floor window  
**RESOLVED: No objection**
- (xii) APPLICATION: 21/01917/ADV– Back Lane Tavern, Woodstock  
Addition of new signage to include replacement illuminated hanging sign  
**RESOLVED: to comment that there are concerns regarding lamination and neighbour disturbance. Request that the light is switched off at 11pm.**
- (xiii) APPLICATION: 21/01918/LBC– Back Lane Tavern, Woodstock  
External alterations to erect illuminated sign and non-illuminated signs  
**RESOLVED: to comment that there are concerns regarding lamination and neighbour disturbance. Request that the light is switched off at 11pm.**
- (xiv) APPLICATION: 21/01450/HHD– 20 Churchill Close, Woodstock  
Demolition of an existing conservatory and construction of single and two storey extension  
**RESOLVED: No objection**

**WTC024/21 TO REVIEW AND APPROVE GREEN SPACE REPORT/NEIGHBOURHOOD PLAN:**

The report was noted and agreed that the next of going out to public consultation would commence.

**WTC025/21 TO NOTE WOODSTOCK COMMUNITY DEVELOPMENT PROJECT REPORT:**

The report was noted and a formal request for the minutes of the group meeting be forwarded to WTC.

**WTC026/21 WTC PROPERTY PORTFOLIO:**

Property Portfolio report was circulated from Cllr A Grant: and duly noted:

The main concern highlight in the report was:

Breckon & Breckon have requested advice on how WTC wish them to proceed in obtaining rent arrears for the cobbled area. Council agreed that they would allow until the end of the summer to receive payment. If there were monies still outstanding at that point then the tables and chairs would be removed.

**Vote:** For: 12 Against: 0 Abstain: 0

**Resolved: Approved**

The meeting closed at 10:21pm

Chair:

Date:

DRAFT