

**MINUTES OF THE EXTRAORDINARY MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ON WEDNESDAY 28<sup>TH</sup> JULY 2021 AT 7.30PM  
HELD IN THE TOWN HALL**

**PRESENT:**

Cllr M Parkinson (Mayor)  
Cllr E Poskitt  
Cllr U Parkinson  
Cllr M Manson  
Cllr R Faulkner  
Cllr J Bleakley

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

**ALSO IN ATTENDANCE:**

**WTC045/21 APOLOGIES FOR ABSENCE:**  
Cllr K Bailey and the Town Clerk

**WTC046/21 DISCLOSURES OF INTEREST:**

|                  |  |
|------------------|--|
| Cllr M Parkinson | <b>Item 17 Planning:</b> Personal interest as he is a member of WODC.              |
| Cllr E Poskitt   | <b>Item 7 Planning:</b> Personal interest as she is a member of WODC.              |
|                  | <b>Item 7 (i) Planning:</b> Prejudicial interest                                   |
| Cllr J Bleakley  | <b>Item 7 (v) Planning:</b> Personal interest as he knew the individuals involved. |
| Cllr J Lamb      | <b>Item 7 (v) Planning:</b> Personal interest as he knew the individuals involved. |

**WTC047/21 PUBLIC PARTICIPATION SESSION:** None.

*The Mayor proposed that agenda item 4 should be put last in order to go into a confidential session.  
This was seconded by Cllr R. Faulkner and agreed unanimously by council.*

**WTC048/21 MOTIONS TO THE COUNCIL:**

It was proposed that a Policies & Procedures Working Group be formed:

Proposed by Cllr N. Manby-Brown and Seconded by Cllr M. Parkinson

*“WTC resolves that a group be formed to aid the clerk with reviewing and updating the council procedures and policies”.*

It was explained that the HR policies and procedures would be reviewed and updated by the councils contracted HR advisor.

**VOTE:** For: 9      Against: 0      Abstentions: 2      **Resolved:** Motion Carried

It was agreed that Cllr E. Poskitt should join Cllr N. Manby-Brown in this Working Group.

**WTC049/21 PARTIAL REVIEW OF VENUE HIRE CHARGES:**

Cllr A Grant proposed that the hire charges be increased to the following:

Proposed by Cllr A. Grant and Seconded by Cllr J. Lamb

*“WTC agrees that :*

*From immediate effect hiring charges are increased as follows –*

*Weekday : current charge £12 per hour to be increased to £14*

*Weekend : current charge £13 per hour increased to £20*

*With a complete review of all charges to be put in place at the start of the next financial year (April 2022).*

Cllr S. Parnes requested a named vote

**VOTE:**           **For:** 10           Cllr M. Parkinson, Cllr A. Grant, Cllr J. Lamb, Cllr U. Parkinson,  
Cllr J. Bleakley, Cllr R. Faulkner Cllr J. Spencer-Churchill,  
Cllr M. Manson, Cllr N. Manby-Brown, Cllr E. Poskitt

**Against:** 1       Cllr S. Parnes

**Abstentions:** 0

**Resolved – Motion Carried**

**Cllr E Poskitt left the room**

**WTC050/21 PLANNING & LICENCING:**

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

- (i) APPLICATION: 21/02401/S73 - Land East Of Woodstock Oxford Road Woodstock  
Variation of condition 1 of planning permission 18/02574/RES to amend house types and design within Phase 4-6 to include minor reconfiguration and building footprint updates.

**RESOLVED:** Comment that, WTC wished to draw attention to the objections submitted by residents regarding potential overlooking of existing properties and hoped WODC would strongly consider these.

**Cllr E Poskitt returned to the room**

- (ii) APPLICATION: 21/02461/HHD– 24 Park Street Woodstock Oxfordshire  
Demolition of existing garage, construction of new outbuilding, insertion of new vehicle gates, extension of parking hardstanding  
**RESOLVED:** it was brought to the councils attention that this had been withdrawn

- (iii) APPLICATION: 21/02462/LBC– 24 Park Street Woodstock Oxfordshire  
Demolition of existing garage, construction of new outbuilding, insertion of new vehicle gates, extension of parking hardstanding  
**RESOLVED:** it was brought to the councils attention that this had been withdrawn

- (iv) APPLICATION: 21/02454/HHD– 11 Vanbrugh Close Woodstock Oxfordshire  
Proposed front porch and associated works, construction of two dormer windows, alterations to existing dormer facades  
**RESOLVED:** No objection

- (v) APPLICATION: 21/02459/LBC& 21/02458/HHD– 24 Park Street Woodstock Oxfordshire  
Single storey rear extension, internal alterations to provide ensuite.  
**RESOLVED:** Comment that the neighbours objections should be noted and WTC would like to see input/ a report from a conservation officer as it is a grade 2 listed building.
- (vi) APPLICATION: 21/02469/HHD– 10 Blackberry Way Woodstock Oxfordshire  
Erection of a first floor side extension above existing garage and parking space.  
**RESOLVED:** No objection

**The Mayor proposed that the council enter confidential session, seconded by Cllr A. Grant and agreed unanimously.**

**WTC051/21 TO CONSIDER THE RECOMMENDATIONS OF THE STAFFING PANEL:**

- (i) To confirm the status of the Staffing Panel – not covered in meeting
- (ii) To appoint the recommended candidate for the vacancy for Town Clerk and give authority to the Staffing Panel to follow up references and arrange induction

*The Mayor ruled that both items 4(ii) and 4(iii) should be taken together and voted upon together as they are intrinsically linked.*

- (iii) To increase the hours for the new Clerk to 30 hours per week

Proposed by Cllr R. Faulkner and Seconded by Cllr J. Lamb

There were concerns from some councillors regarding the financial implications of increasing hours.

Cllr A Grant requested a named vote

**VOTE:**                      **For: 7**                      Cllr J. Lamb, Cllr R. Faulkner, Cllr S. Parnes, Cllr J. Bleakley, Cllr N. Manby-Brown, Cllr M. Parkinson

**Against: 1**                      Cllr A. Grant

**Abstentions: 3**                      Cllr E. Poskitt, Cllr J. Spencer-Churchill, Cllr U. Parkinson

**Resolved: Motion Carried**

- (iv) To consider proposed correspondence to the former Clerk

Proposed by Cllr R. Faulkner and seconded by Cllr J. Lamb

An amendment was proposed by Cllr S. Parnes which was accepted by both proposer and seconder.

A named vote was requested by Cllr S. Parnes

**VOTE:**

**For: 10**

Cllr R. Faulkner, Cllr J. Lamb, Cllr M Parkinson,  
Cllr E. Poskitt, Cllr S. Parnes, Cllr N. Manby-Brown, Cllr  
J. Bleakley, Cllr M. Manson, Cllr J. Spencer-Churchill,  
Cllr U. Parkinson

**Against: 1**

Cllr A. Grant

**Abstentions: 0**

**Resolved: Motion Carried**

(v) To agree that 2/3 members of the Staffing Panel will conduct Exit Interview with current Clerk

It was felt that this was standard procedure and for the staffing panel to decide who will conduct the interview and so this item was noted by council.

The meeting closed at 8:45pm

Chair:

Date: