

**MINUTES OF THE MEETING OF
THE WOODSTOCK TOWN COUNCIL
ON TUESDAY 13th 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 J Lamb (Deputy Mayor)
Cllr A Grant
Cllr S Parnes
Cllr J Spencer-Churchill
Cllr N Manby-Brown

ALSO IN ATTENDANCE: C Carruthers (Clerk) Cllr A Graham, DCllr J Cooper, and 7 members of the public (3 present, 4 virtual).

WTC027/21 APOLOGIES FOR ABSENCE:

Cllrs R Faulkner, K Bailey and J Bleakley

WTC028/21 DISCLOSURES OF INTEREST:

Cllr M Parkinson **Item 17 Planning:** Personal interest as he is a member of WODC.
Cllr E Poskitt **Item 17 Planning:** Personal interest as she is a member of WODC

WTC029/21 PUBLIC PARTICIPATION SESSION:

Dominic Hones from Gigaclear addressed the members and updated them on the schedule of works. A hard copy of the update is available (on request via the Clerk) for anyone who would like a copy.

WTC030/21 MINUTES:

The minutes 22nd June 2021 meeting were not approved and it was agreed to bring them back to September's meeting.
The Traffic Advisory Committee 30th June 2021 minutes and London Oxford Airport Meeting Minutes of the 8th June 2021 meeting were noted.

WTC031/21 REPORT FROM THE TOWN CLERK:

1) Watermeadows clearing of log piles

A further quotation had been sourced for the clearing of the logs, the Clerk requested the council agree to proceed with the cheapest quotation. If company 3 responds within the next week and they are less than £3,750 then WTC will proceed with them. This is urgent and cannot wait until the September meeting.

APPROVED to proceed with Company B

Company A	Company B	Company C
£6,000 plus VAT	£3,750 plus VAT	Awaiting response

2) Fencing at Watermeadows

This has now well underway, WTC will approach Blenheim for the use of a few of their cows, as our current grazer said it is too late in the year to move theirs.

3) Strimming at the Watermeadows

In conjunction with the charity RAW, the strimming will be done this week for a cost of £200 plus VAT. The Clerk authorised this under their delegated powers.

4) Reopening of Hall / Rooms for Hire

It was agreed that the rooms and halls would remain closed until September. It was **AGREED** that they will reopen at the start of September, ensuring the risk assessment and procedures are in place.

5) Policies and Updates

This will be brought back to the September meeting, there has been insufficient time to update them.

WTC032/21 COUNTY AND DISTRICT COUNCILLORS UPDATE:

County: A hard copy of Cllr A Grahams report had been circulated, he noted that he had completed his response to the Hill Rise application, which he confirmed was an Objection. Cllr A Grant asked where he stood on the Banbury Road development, he again confirmed that he would be objecting to this too.

District: A hard copy of Cllr E Poskitt and J Coopers report had been circulated. Cllr E Poskitt highlighted section 13 of the TAG minutes and asked that WTC write to OCC and WODC requesting rationalisation of parking permits and the protocols involved.

It was PROPOSED and SECONDED that WYC write to OCC and WODC with request above.

VOTE: FOR: 7 AGAINST: 1 ABSTAIN: 1 **RESOLVED.**

WTC033/21 COMMUNICATIONS:

- i. The members noted the formal Burford objection letter sent to Yvonne Rees CEO at OCC.
- ii. The Salon Prive event will start on the 2nd September 2021 for the weekend. Charity collection tubs will be circulated around the Town for donation.

WTC034/21 QUESTIONS:

A resident of Glyme Close formally requested access to the Watermeadows over the newly installed fence. The request was rejected and it was noted that the meadows can be accessed via a footpath in Glyme Close.

WTC035/21 MOTIONS PRESENTED TO COUNCIL:

Reaffirm Flying the Flag all year round at the Town Hall – named vote requested but unclear from June meeting, due to 3 councillors being absent, it was agreed to postpone until Septembers meeting.

WTC036/21 WOODSTOCK COMMUNITY DEVELOPMENT UPDATE REPORT:

A report from Tom McCulloch had been previously circulated, the members noted the report.

WTC037/21 LONDON OXFORD AIRPORT UPDATE:

Cllr J Spencer-Churchill had attended the airport liaison meeting and circulated their report. He asked if there were any questions, Cllr N Manby-Brown questioned whether they needed planning permission for the Eurocopter hangers that have been replaced. Cllr J Spencer-Churchill said they did not as it was like for like and they are providing screening.

A member of the public voiced that they had observed far more light aircraft coming over the centre of Woodstock. Cllr J Spencer-Churchill confirmed it was referred to a 'G' space and only CAA can put restrictions on 'G' space. He did say that if a particular aircraft was causing an annoyance then there is a form which can be filled in and submitted, then the airport has to deal with it.

WTC038/21 COMMUNITY S106 PRIORITIES:

The council received recommendations from the Community Development Working Group stating priorities within Woodstock.

Cllr M Parkinson proposed the following resolution:

“Woodstock Town Council resolves that its supports the Community First Oxfordshire Woodstock Community & Infrastructure Delivery Plan 2019, specifically pages 67 – 71 identifying the top 4 priorities.

“WTC acknowledges that alternative funding may be available for some of these projects which could increase the possibility of successfully gaining all or most of the priorities”.

Following a discussion where Cllr S Parnes noted that WTC has no planning advisor to help explain the full implications of agreeing to this without full knowledge of what it may mean.

He proposed that the council defer the final decision, pending a request that the planning authority, WODC, come and advise members, clearly stating both sides of the decision.

PROPOSED: Cllr S Parnes **SECONDED:** Cllr N Manby-Brown

RESOLVED: Motion was passed to wait until planning guidance had been sought.

WTC039/21 THIS WOODSTOCK DAY:

Cllr E Poskitt had circulated a report requesting the use of the Mayors Parlor/rooms, for the This is Woodstock Day. The use was agreed. WTC office staff will collate all the required information as normal.

WTC040/21 INFRASTRUCTURE WORKS AFFECTING TOWN PAVEMENTS:

A report from Cllr S Parnes was considered and it was agreed that this had now been covered.

WTC041/21 BINS AND RUBBISH IN TOWN CENTRE:

Cllr N Manby-Brown expressed his concern regarding the excessive amount of businesses rubbish bins visible and spilling out into the town centre. It was agreed that businesses will be asked to tidy up their own areas, it was also noted ask in Wake Up to Woodstock to help with this.

WTC042/21 QUEENS PLATINUM JUBILEE:

This item will be brought back to Septembers public meeting.

WTC043/21 PLANNING AND LICENCING:

The following applications were discussed and the comments to be submitted to West Oxfordshire District Council: -

- (i) APPLICATION: 21/02161/LBC – The Flat 16 Oxford Street Woodstock

Insertion of replacement rooflight

RESOLVED: No objection

- (ii) APPLICATION: 21/02007/FUL– 21/02007/FUL

Demolition of existing garage and erection of a detached multipurpose annex.

RESOLVED: Comment with the following concerns. The height of the annex is 1.2m higher than the existing garage. WTC requires a strict condition that it will not be sublet as an extra dwelling.

- (iii) APPLICATION: 21/02134/LBC & 21/02133/FUL– 19 Oxford Street Woodstock Oxfordshire
 Internal alterations to change the ground floor from shop to residential incorporating the existing dwelling on the first and second floors. Works to include changes to internal floor layouts, insertion of new window at first floor level on front elevation, creation of new external door opening to rear, reinstatement of chimney and fireplaces and general refurbishment and repair works.
 Change of use of ground floor from retail to residential to incorporate existing dwelling on the first and second floors. Alterations to include insertion of first floor window to front elevation along with the reinstatement of the chimney.
RESOLVED: WTC strongly object to this application based on the policy to not allow any business property to be converted to residential dwelling. Therefore, we object on the grounds of change of use. The following vote was taken:

VOTE: FOR: 8 AGAINST: 1 ABSTAIN: 0 APPROVED

- (iv) APPLICATION: 21/02104/LBC & 21/02103/FUL– 1 High Street Woodstock Oxfordshire
 External alterations to erect two canopy sun blinds to the front elevation (Retrospective)
 Addition of two canopy sun blinds to front elevation (Retrospective)
RESOLVED: No objection

- (v) APPLICATION: 21/02227/HHD– Hope House 14 Oxford Street Woodstock
 Replacement of existing timber boundary fence with stone boundary wall.
RESOLVED: No objection

- (vi) APPLICATION: 21/02212/HHD– Cornfield House 9 Churchill Gate Woodstock
 New dormer window, replacement windows and doors and velux roof lights, with conversion of storage space to bedroom / studio
RESOLVED: No objection

- (vii) APPLICATION: 1/02247/HHD - 11 Oxford Road Woodstock Oxfordshire
 Removal of existing rear extensions. Erection of two storey and single storey rear extensions along with the replacement of existing dormers and construction of porches to the front and side.
RESOLVED: No objection

WTC044/21 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2021: The following reports were considered and approved by the council.

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| i. | List of payments for June 2021
The Council resolved the the list of payments totalling £18,008.92 made in the month of June 2021.
The Council resolved the list of payments made on the charge card in the month of June 2021
The Council resolved the list of payments paid by Breckon & Breckon | NOTED & APPROVED |
| ii. | The bank reconciliation statement for June 2021 | NOTED & APPROVED |
| iii. | The summary and detailed income & expenditure statements for June 2021 | NOTED & APPROVED |
| iv. | The Budget monitoring spreadsheet | NOTED & APPROVED |

WTC045/21: WTC PROPERTY PORTFOLIO:

CLr A Grant circulated the property report, making reference to the following:

i. 2 Market Street

The new grocers/deli are due to open imminently. The damp on the back wall of the property has been assessed as rising damp thought to be due to a lack of an effective damp proof course. A quote has been accepted for remedial work to this wall in the sum of £920 plus VAT and the work is due to take place shortly.

ii. 4 Park Street

The tenants vacated at the end of June and the property is now in the process of being marketed to be re-let.

iii. Town Hall

Toilets: This work is due to start week commencing 23rd August.

iv. Community Centre Car Park

The resurfacing work has recently been completed with the addition of the storm gullies to collect surface water which previously flooded a large section of the car park. The resurfacing has considerably improved the car park area and feedback from the suite tenants has been extremely positive.

Due to the additional works regarding the storm gullies, there was an additional cost of £700 (inc VAT) to the approved quotation.

Proposed: Cllr M Parkinson Seconded: Cllr J Lamb

That the additional £700 be spent under the Health & Safety Budget

APPROVED

Proposed: Cllr A Grant

Seconded: Cllr J Spencer-Churchill

That the Community Centre car park bill be paid in full

VOTE: FOR: 9

AGAINST: 0

ABSTAIN: 0

APPROVED TO PAY

The meeting closed at 9.22pm

Chair:

Date: