



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Town Clerk: Marzia Sellitti

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 9th November, 2021 at 19.30.

Cllrs. present:

Mathew Parkinson (Chair)
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Samantha Shippen Locum Town Clerk
5 members of the public

1/17/21 Apologies for Absence

- i) Were received from Councillors Manby-Brown and Spencer-Churchill;
- ii) It was **RESOLVED** that approval be given for a three month extended absence for Councillor Manby-Brown in accordance with the Local Government Act 1972 s85(1) due to ill health. The Locum Town Clerk was requested to communicate the decision to Councillor Manby-Brown.

2/17/21 Minutes of last meeting

The Locum Town Clerk communicated a number of amendments to the minutes of the Council meeting held on Tuesday 12th October 2021 which had been requested by councillors ahead of the meeting. As additional amendments were requested at the meeting, it was **RESOLVED** that amendments be made and the minutes brought back for consideration at the next meeting.

Councillors were reminded to communicate any requested amendments to the Town Clerk ahead of a meeting to enable consideration of those amendments.

3/17/21 Declarations of Interest

Cllr. Poskitt declared an interest on agenda item 8 as a WODC councillor.

4/17/21 Public Speaking and Question Time

- i. **Campaign to Protect Old Woodstock** – a resident spoke on behalf of CPOW recommending that councillors view the short film circulated by email. Comments were made by councillors regarding the objection to development at Hill Rise.
- ii. **Parking issues in the town centre** – Three residents, one of whom is also a business owner, addressed the Council regarding parking issues in the town centre. It was requested that the hour long spaces be kept as free with the suggestion that payment for short term parking would be disastrous for businesses; a strong plea was put for residents’ permits; and support for the OCC/WODC scheme was urged.

Residents were thanked for their attendance.

5/17/21 Reports from Outside Bodies & Organizations

- a) TAC-Minutes of the Traffic Advisory meeting held on the 30th September – it was **RESOLVED** that the minutes be **NOTED**.
- b) London Oxford Airport Consultative Committee – Minutes of meeting held Tuesday 12th October 2021 and associated meeting slides - it was **RESOLVED** that the minutes and associated information be **NOTED**.

6/17/21 County Councillor’s Report

Council received the monthly Parish report from Oxfordshire County Councillor Graham and verbal update on the benefit to the town of the Oxfordshire Museum; plans to examine speed reduction methods for Bladon; a meeting with the OCCG regarding the upgrade of the health centre.

A briefing with Members on parking proposals for the town centre had been held prior to the Council meeting which were designed to address residents’ permits, parking churn to benefit business and enforcement which needs to be fair and effective. OCC Cllr Graham urged the Council to support the proposals in principle to allow a public consultation to be undertaken.

It was proposed and seconded that WTC support Oxfordshire County Council’s parking proposals in principal and going to public consultation on the basis that a full report comes back to Council.

An amendment to consider consultation on a) enforcement; b) residents’ permits and c) pay to park was proposed and seconded; the motion was put to the vote with a recorded vote requested. The vote was as follows:

Cllr Bailey	Against
Cllr Bleakley	Against
Cllr Faulkner	Abstain
Cllr Grant	For
Cllr Lamb	Against
Cllr Manson	Against
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against

It was therefore **RESOLVED** that the proposed amendment falls.

An amendment to support a wide consultation only was proposed and seconded and was put to the vote.

It was **RESOLVED** that the proposed amendment falls.

The original motion was put to the vote with a recorded vote requested. The vote was as follows:

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	Against
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Against
Cllr Poskitt	For

It was therefore **RESOLVED** that WTC support Oxfordshire County Council's parking proposals in principle and going to public consultation on the basis that a full report comes back to Council.

7/17/21 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. WODC Cllr Poskitt commented on the refused application to enclose the green space on the Barn Piece estate that it was a shame the land was not in public ownership.

She also commented on the health surgery proposal mentioned by OCC Cllr Graham which will go to WODC Cabinet.

It was **RESOLVED** that the report be **NOTED**.

8/17/21 Planning & Licencing

Council considered the following WODC applications and made the comments below:

21/034352/HHD

Location: Hensingon Farmhouse, 7 Banbury Road, Woodstock

New link extension and barn alterations - **No Objection provided that a condition is set to require that the property remains inhabited as one unit and is not subsequently split into more than one dwelling.**

21/03436/LBC

Location: Hensingon Farmhouse, 7 Banbury Road, Woodstock

New link extension and barn alterations - **No Objection provided that a condition is set to require that the property remains inhabited as one unit and is not subsequently split into more than one dwelling.**

21/035336/S73

Location: 46 Green Lane, Woodstock

Retrospective discharge of conditions 10 (water drainage) and 11 (finished floor levels, eaves and ridge height details) of planning permission 13/0974/P/FP – **No comment.**

9/17/21 Standing Orders

The model Standing Orders adopted by Council on 11 May 2021, a revised version 4 submitted by Cllr Poskitt and a comparison of the two documents had been circulated to councillors.

It was **RESOLVED** to defer the consideration to the next ordinary meeting of the Council and requested the Locum Town Clerk provides a narrative for suggested amendments to the model with sufficient time for councillors to consider the amendments.

10/17/21 Financial Regulations

Council considered a proposal from Cllr. Grant that in the interests of transparency and accountability WTC must as a matter of urgency:

- 1) Agree, adopt and publish one clear set of financial regulations (possibly re-instate the 2016 Financial Regulation);
- 2) Ensure that if “emergency powers” are to be given to anyone in any role within these regulations WTC must clearly define what we mean by “emergency”
- 3) Ensure that all Councillors and employees understand their obligations under the adopted financial regulations, that costs to be incurred (or potentially incurred) are passed through full council for approval, as the collectively responsible budget holders and that financial decisions outside their remit are not made by individuals, or committees. with ideas put forward by members of the public

It was **RESOLVED** that Financial Regulations based upon the NALC Model be brought back to the next ordinary meeting of the Council and requested the Locum Town Clerk provides a narrative for suggested amendments to the model with sufficient time for councillors to consider the amendments.

11/17/21 Reports from Committees and Working Parties

- **Staffing Committee** – Cllr Faulkner advised that the minutes of the meeting held on 4th November would be brought to Council on 23rd November 2021.

Recommendations from the meeting of 4th November 2021

Locum Town Clerk – It was **RESOLVED** to **ENDORSE** the actions taken by the Mayor, Deputy Mayor and Chairman of Staffing Committee in securing the services of S Shippen as Locum Town Clerk commencing on 2nd November 2021 for two weeks, working 15 hours per week. Further that the services of the Locum Town Clerk be retained for up to 20 hours per week, subject to availability, during the absence of the Town Clerk. It was confirmed that Council wished to be invoiced for such services.

Town Clerk Contract – A draft standard contract for future use had been circulated following review by the Staffing Committee. It was proposed and seconded that the contract be approved. A recorded vote was requested. The vote was as follows:

Cllr Bailey	For
Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Abstain
Cllr Poskitt	For

It was therefore **RESOLVED** that the standard contract be **APPROVED** for future use.

12/17/21 RFO's Reports

- i. **Payments** – It was **RESOLVED** that the lists of payments processed for September and October 2021 be **APPROVED**.
- ii. **Financial Statements** – It was **RESOLVED** that Budget report for month 7, detailed income & expenditure to 31/10/21 and cashbook receipts and payments for month 6 be **APPROVED**.
- iii. **Bank balances & reconciliations** – It was **RESOLVED** to **APPROVE** the bank balances and reconciliations for Unity bank up to 30th September 2021 and 31st October 2021 to be signed by the Mayor.

13/17/21 Oxfordshire County Council Parking Enforcement
Council considered the correspondence received from the OCC Corporate Director for Environment and Place. It was **RESOLVED** that the correspondence be **NOTED**.

14/17/21 Oxfordshire County Council Consultation – Shipton Road (Woodstock) Proposed 30mph Speed Limit
It was **RESOLVED** to **SUPPORT** the proposal in the consultation and request that the speed limit for the whole area be 20mph rather than 30mph.

15/17/21 Oxfordshire Fire and Rescue Service Strategic Plans - your feedback
It was **RESOLVED** to invite a representative to attend and make a presentation immediately prior to the next ordinary meeting of Council.

16/17/21 Additional Meeting of Council
It was **RESOLVED** to **AGREE** an additional ordinary meeting of Council be held on Tuesday 7th December 2021 at 7.30pm.

17/17/21 Property Report
It was **RESOLVED**

- i) to **NOTE** the property report and regarding the Town Hall toilets await the basin replacement by the contractor;
- ii) to **APPROVE** that Breckons engage a damp specialist/surveyor to investigate damp in the wall of the gents toilet;
- iii) that the press and public be excluded for the remainder of the report in line with the Press and Public (Admissions to meetings) Act 1960 as the matters to be discussed are commercially sensitive;
- iv) that the RFO be requested to provide information regarding receipts received from the tenant of the Cobbled Area and such action be taken with property agent to recover any outstanding amounts or serve notice if required.
- v) to **APPROVE** the rent review of 4b Market Square at £10,000 p.a. inclusive from December 2021.
- vi) to **NOTE** the update from Councillor Grant that gutters are cleaned in January each year.

The meeting concluded at 9.50pm

Mayor

Date