



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

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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 12th October, 2021 at 19.30 pm.

Cllrs. present:

Mathew Parkinson (Chair)
Kate Bailey
Rachel Faulkner
Ann Grant
Jo Lamb
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

C/Cllr. Graham
D/Cllr. Cooper
Marzia Sellitti Town Clerk
1 member of the press
2 members of the public

Prior to the commencement of the meeting, the Mayor requested that Members indicated when wishing to speak, were polite and treated others with kindness.

1/16/21 Apologies for Absence

Cllr. Bleakley and Cllr. Manby-Brown

2/16/21 Minutes of last meetings

Typos and minor amendments were **NOTED**.

RESOLVED that the minutes of the meetings of:

14th September 2021 and Wednesday 22nd September (Extraordinary) be **APPROVED** and **SIGNED** as true and correct record.

3/16/21 Declarations of Interest

Cllr. Poskitt declared an interest on agenda item 10 as a WODC councillor.

4/16/21 Public Speaking and Question Time

A member of the public addressed the Council on his wish to express his objection on item 10.a.

Council **NOTED** correspondence from residents addressing the Town and District Councils, including a letter enquiring WODC in regard to future plans on "On Street EV Charging".

5/16/21 Reports from Outside Bodies & Organizations

- a) C/Cllr Graham gave an oral update on the highlights from the TAC meeting held on the 30th September
- b) Members **NOTED** an update from Cllr. Parkinson regarding the twinning of towns with Maintenon, ongoing conversation to facilitate interchange between schools.

6/16/21 County Councillor's Report

Council **NOTED** the monthly Parish report from C/Cllr Graham. It was **NOTED** that a parking scheme with all relevant specifications will be submitted to the town council for final approval before going to public consultation.

Members observed that an agreement in principle from the town council will be needed for WTC to be considered by the County Council for the 20 mph funding scheme.

It was **PROPOSED** that WTC reaffirm the proposal made early in the year that the residential area of Woodstock becomes a 20 mph zone. This was **SECONDED** and **RESOLVED**.

7/16/21 District Councillor's Report

Council **NOTED** the monthly report from D/ Cllrs Poskitt & Cooper. D/Cllr. Cooper addressed the enquiry under item 4. Informing members of a template for car sharing scheme.

8/16/21 Standing Orders

This item was postponed to next meeting to enable the clerk to review recent amendments done on standing orders adopted in May 2021.

9/16/21 Councillors and the Clerk roles and responsibilities

Members discussed the recommendation from the clerk to attend in house training sessions with the clerk and outside bodies. It was **NOTED** that some councillors wished to attend training only if provided by professional trainers. It was further **NOTED** that Cllrs Manson, Faulkner, Bailey, Lamb, M. Parkinson and Parnes welcomed and agreed any training available, both in house and with OALC and would correspond with the clerk to arrange suitable dates. The Clerk was requested to set up a Doodlepoll for members to establish the best date for informal training.

10/16/21 Planning & Licencing

- a) Members considered the following WODC applications awaiting comment from the Town Council, it was **RESOLVED** that the comments be:

21/02952/FUL

Location: Beech Tree House 86 Manor Road Woodstock Oxon OX20 1XL

Change of use of land to enlarge domestic garden.

OBJECTION

The land in the application has been an open area since the Barn Piece Estate was built. It is one of very few remaining open spaces – all small – on the estate. It provides a westerly outlet to allow in sunshine on an area of Westland Way which would otherwise be totally shaded as there are houses all round the area. A beech tree stands on this green area. It is not currently protected by a Tree Preservation Order.

The area is immediately adjacent to the footpath leading from the bus stop into the estate. This is one of the two ways into the estate from the town, the other being along Vermont Drive. For those walking towards Woodstock from the estate, being able to use this footpath enables them to avoid at least a portion of the A44 on their way into town. The footpath is extensively used by those getting off the bus, by those walking to and from the town centre and by children and their families walking to school. The

present open-ness of the path with the green space next to it, provides a security which would be lost. It would be concerning, particularly perhaps to the elderly and at night, if there were a wall/fence as planned around the area leaving a narrower opening in and out of the estate with house/garden wall to the south and a fence to the north, constraining the sides.

The small greens at the ends of rows of houses were very much part of the design of this estate. Several have now have had very small dwellings placed on them leading to a more intensively residential feel to many of the roads. Clearly local residents are fearful that this will happen to this area too – leading to an even more threatening way through from the bus stop.

The area is mowed from time to time by WODC and some residents have sown wild flower seed there. It is a small area but when searching for areas to enhance biodiversity in Woodstock, this could certainly provide some opportunity.

As is apparent from the numbers of objections from those living near to the application site, this planning proposal is NOT popular – to say the least - but residents' arguments against the proposal are well considered and argued.

WTC's objections relate to

WODC Local Plan

EH2: *Landscape character*: third paragraph in particular.

EH4: *Public realm and green infrastructure*: first paragraph in particular

NPPF

Under 8 *Promoting healthy and safe communities*

Paragraph 92 (a,b,c)

Paragraph 93 (especially a,b,c)

Paragraph 99 in full

21/03005/HHD

Location: 120 Oxford Street Woodstock Oxfordshire

Internal alterations to form ensuite and cloak rooms to lower ground floor kitchen and ground and second floor bedrooms. Modifications to Kitchen and ground floor redundant chimneys. Formation of Draught Lobby to lower courtyard and external steps from lower courtyard to upper front garden at ground floor level.

NO OBJECTION, as it was NOTED that the application was withdrawn.

21/03006/LBC

Location: 120 Oxford Street

Internal alterations to form ensuite and cloak rooms to lower ground floor kitchen (previously approved 17/03329/HHD and 17/03330/LBC) and ground and second floor bedrooms. Modifications to Kitchen and ground floor redundant chimneys. Formation of Draught Lobby to lower courtyard and external steps from lower courtyard to upper front garden at ground

NO OBJECTION

21/02921/LBC

Location: The Bear Hotel, Park St, Woodstock

External redecoration of the hotel. External render repainted, existing woodwork: windows and doors repainted and repaired where necessary. All finishing colours as existing

NO OBJECTION

- b) Members **NOTED** a report regarding the recent pavement licence applications and perceived flaws in the licensing process.
- c) It was **PROPOSED** that due to the short timescales available for responses in the public consultation stage of pavement licenses, the Town Council respectfully communicate to the Licensing Authority and WODC Cabinet its request that greater attention is allocated to Licensing Applications prior to validation, towards ensuring obviously fundamentally defective applications will not be validated
This was **SECONDED** and **RESOLVED**.
- d) It was **RESOLVED** that the Town Council formally requests from WODC and OCC: an update on the status of the TRO for the removal of parking bays on the A44 Oxford Road in Woodstock; and an explanation of the requirements, procedures and timescales on removal of the barriers and restoration of the parking bays for parking.

11/16/21 WODC allocation towards alleviating parking issues

It was **NOTED** that WTC received a request to enable payment for funds from WODC towards alleviating parking issues. Cllr. Parnes informed members that some ideas came forward by members of the public following a small survey, these suggestions will be summarised and made known to the Town Council in due course.

12/16/21 Reports from Committees and Working Parties

Council **NOTED** a report from the Environment Working Group

13/16/21 The Welcome Back Fund

Council received a report regarding the Welcome Back Fund available to councils from the European Regional Development Fund (ERDF) to support the safe return to high streets and help build back better from the pandemic. It was **NOTED** that several members of the community are already in conversation with the clerk to input their suggestions in a wish list before final procurement by the WODC. It was **PROPOSED** to delegate to the clerk authority to apply to the welcome back fund. This was **SECONDED** and **RESOLVED**.

14/16/21 Meetings calendar

- i It was **RESOLVED** to change of date for Full Council meeting from the 11th to 18th January 2022
- ii Members considered a suggestion of dates for future meetings of the Staffing Committee. The clerk will correspond to suggest alternatives dates.

15/16/21 Neighbourhood Plan- Green Spaces revision

- i. Council **NOTED** an oral update from Cllr. Poskitt on the revision of Green Spaces.
- ii. Council **NOTED** a request from the Environment Working Group to collaborate with former members of the Neighbourhood Plan Group.
- iii. Council **NOTED** correspondence with NP Green Spaces Group representatives.

16/16/21 RFO's Report -Schedule of Payments

It was **RESOLVED** that:

- i. Council **APPROVED** the list of payments processed by previous RFO up to 17th September 2021.
- ii. It be **NOTED** that the list of payments for 20th September to 30th September 2021 was not available as bank accounts were not accessible due to the delay in change of administration
- iii. It be **NOTED** the Financial Statements and report up to 30th September 2021 were not available as bank accounts were not accessible due to the delay in change of administration

- iv. It be NOTED that bank reconciliations up to 30th September 2021 were not available as bank accounts were not accessible due to the delay in change of administration

17/16/21 Property Report

Council **NOTED** an update property report.

A request from a tenant that the stairway of their flat be changed to a more neutral colour was considered. The Council was advised that the décor was in good order and the Council was not obliged to redecorate.

As there was no budgetary provision for this work the Council **RESOLVED** that the tenant may if they so wish, at their own cost change the colour themselves with Property Agency ensuring a professional job.

18/16/21 Correspondence for information only

Council **NOTED** correspondence received up to and including the 12th of October.

19/16/21 Union Flag

It was **RESOLVED** that

- i. Subsequent to the Secretary of State’s direction that the Union Flag should be flown all year round from Government buildings, the Union Flag will not be flown above the Town Hall continually at this time.
- ii. Options and recommendations for automated illumination of the flag at night, preferably through solar power or other environmentally-friendly mechanism be investigated.

20/16/21 Terms of reference – Staffing Committee

It was **RESOLVED**

- i to approve the amendment to the terms of reference to include delegation to the clerk to be responsible for drafting employment contracts in conjunction with the HR consultant Peninsula.
- ii Under General b i insert the word “additional” after office and before requirement
- iii to approve the terms of reference of the staffing committee.

21/16/21 Fee waiver for the Literature Society

Council **NOTED** that a letter of complaint from Woodstock Literature Society regarding the hiring of the venue was withdrawn.

It was **RESOLVED** that in order to avoid further issues or misunderstandings any booking arrangement should be administered solely by the Clerk and the Town Clerk’s Assistant.

22/16/21 Cherwell Local Plan Review Community Involvement Paper 2: Developing our Options consultation

- i. Council **NOTED** a report from Cllr S Parnes
- ii. It was **RESOLVED** to approve that the motion presented by Cllr. Parnes be worked on with Councillor Poskitt to formulate a detailed justification for the WTC objection to the inclusion of the “Woodstock” site in the Review Options prior to submission to Cherwell District Council.

Town Mayor Date