



**Woodstock Town Council**

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: [www.woodstock-tc.gov.uk](http://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 8<sup>th</sup> February, 2022 at 19.30.**

**Cllrs. present:**

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

**In Attendance:**

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

*Prior to the commencement of the meeting a minutes silence was held in memory of June Thorn, a former councillor for Hensington South around 30 years ago who had recently passed away.*

**1/2/22**

**Apologies for Absence**

Were received from Councillors Manby-Brown and Parnes.

**2/2/22**

**Minutes of last meeting**

The Locum Town Clerk advised that amendments to the circulated draft had been made at 7/1/22 in the second line changing "rying" to "trying"; and 11/1/22 3. first line removing "to".

It was **RESOLVED** that subject to the amendments, the minutes of the Council meeting held Tuesday 18<sup>th</sup> January 2022 be **APPROVED** as a correct record and signed by the Mayor.

**3/2/22**

**Declarations of Interest**

Cllr. Poskitt declared an interest in agenda item 8 as a member of WODC; Cllr. Bailey declared a discloseable pecuniary interest in item 8 application 21/04140/RES as she is employed by the nursery.

**4/2/22**

**Public Speaking and Question Time**

A member of the public spoke on behalf of the Village Travel Network in response to item 5a. He congratulated the Council on setting up a 20mph Working Group and suggested a number of residents who would be prepared to serve on the group;

updated the Council on the progress of the VTN encouraging a nominated town councillor and commented on the Burford weight limit order expiration.

The resident was thanked for his attendance.

5/2/22

### Reports from Outside Bodies & Organisations

a) **Woodstock Traffic Advisory Committee** County Councillor Graham gave a verbal update.

It was **RESOLVED** that the minutes be **NOTED** and

- i) to establish a 20mph Reduction Scheme Working Group to be lead by Councillor E Poskitt plus members of the public to assist with meeting the criteria for an application to OCC;
- ii) to approve free use of the Community Centre by Oxfordshire County Council for a Saturday consultation on the parking proposals, with a preference for 12<sup>th</sup> March; that active travel methods be encouraged for attendance; plans then be displayed at the Town Hall and a link to the proposal be placed on the town council website;
- iii) that £4,000 be allocated towards the A44 improvements from the 2022/23 budget for 20mph project.

A named vote was requested

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

The motion was **CARRIED**.

- iv) that Councillor John Bleakley be **APPOINTED** as WTC representative to the Village Travel Network with Councillor Jo Lamb as substitute.

6/2/22

### County Councillor's Report

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on the budget increase at OCC which amounts to 4.99% on council tax; 60 villages have currently signed up for the 20mph scheme; youth services will be reintroduced across the county; increased funding for cycle and walk ways.

A discussion regarding funding for bus services took place and concerns were raised regarding anti-social behaviour in the town centre. An update was requested on when a meeting regarding the library would take place.

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

7/2/22

### District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Councillor Cooper advised that Carol Anderson is retiring from the Oxfordshire Museum and suggested that the Mayor may wish to write to her on behalf of the Council. It was **RESOLVED** that the report be **NOTED**.

8/2/22

### Planning & Licensing

Council considered its response to the following applications:

#### Cassington Parish Council Neighbourhood Plan – Pre Submission Plan

<https://cassington-pc.gov.uk/documents/neighbourhood-plan-pre-submission-final-2022-2040/>

**NOTED**

**16/01364/OUT** - Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 1100sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure and engineering works, Land east of Woodstock, Oxford Road, Woodstock

**21/04140/RES** – Reserved Matters application for the erection of a children's nursery and associated works, Land east of Woodstock, Oxford Road, Woodstock;  
**Taken together**

*Councillor Kate Bailey left the meeting during consideration of this item.*

## **OBJECTION**

The Children's nursery proposal is considered to be in the wrong place to best serve the needs of the development and the wider town. It is sited at the most remote place in Woodstock, particularly for those families with children attending the primary school which is a 15 minute walk away and so will inevitably lead to an increase in motor vehicle use rather than active transport (walking or cycling). A better linkage of the provision for under 5s and primary would be preferred. At the end of the day parents are unlikely to want to walk between the two schools and then walk home perhaps to Old Woodstock - or even just to the town centre. A site chosen more to the north and west of the Park View site would seem much more fit for purpose. Ideally we should prefer WUFA to remain in its current location in relation to the Primary School. It is difficult to see how integrated after school care will be possible as it is at present with WUFA and Primary School so close together.

At the time of writing there is no comment from OCC Highways. We feel a highways view of the proposal is essential:

Four parking spaces for visitors/parents collecting children on the main road past the site seems too few. There are frequently 50 or so cars in the vicinity of the present Under Fives and Primary Schools at school closing time. We presume that many of these are to collect Primary School children but some were probably collecting under-fives and it gives an impression of how vehicle transport is still the way many small children get to school.

Parents using the spaces on the road for the car when collecting children may wish to return home by the way they came....and consequently planning to turn around in the road. This road could become potentially a rat run through the estate.....not good for those doing three point turns in the road particularly when the road might be milling with parents and small children who are preparing to walk along the road or even play on the green area the other side of the road. Further the entrance to the school is very close to the junction of the road through the Park View development and the right angle bend on the Shipton Road. Plenty of potential for a traffic snarl-up - or worse.

The application includes evidence that a large 'people carrier' can get in and out of the site. But would this also be possible for a refuse collection vehicle?

Where is the bin store on the site?

The cycle store seems rather small when we are trying to encourage the use of cycling.

There is no detail on lighting on the site. The site will need some light for early mornings or mid-afternoon onwards in winter. Even at other times of year there may be staff present out of hours and in the dark.

As the site is at the extreme edge of the development the nature and positioning of any lighting is VERY important: the site needs good lighting for safety and perhaps security of this rather remote site BUT the lighting should not be damaging for the

environment (it is across the road from a green space) and must be mindful of bats, owls and other wildlife in the area.

**21/03001/FUL** - Change of use of first floor residential flat to commercial Class E (g(iii)). (Retrospective), Woodstock Social Club 44 Oxford Street Woodstock;

**22/00102/S73** - Removal of condition 4 of planning permission 21/03001/FUL which limits the hours of operation of the first floor catering business, Woodstock Social Club 44 Oxford Street Woodstock;

**Taken together.**

**OBJECTION** – we re-iterate our previous objection in respect of the operating hours and respectfully request retention of the conditions placed in 21/03001/FUL in order to protect the nearby residents from disturbance.

**22/00020/LBC** - Log Store Roof replacement. Removal of existing shed, installation of new shed, 2 Union Street Woodstock.

**No Objection**

**22/00089/HHD** - Erection of a two storey front extension, 17 Green Lane Woodstock;

**OBJECTION**

The inclusion of the balcony will have an adverse and unneighbourly effect on the surrounding properties.

Support the objection of the neighbour at Wessex Lodge particularly in relation to the possible undermining effect on trees. We would request a tree construction protection condition be placed.

The metal cladding materials are considered unsuitable and out of keeping with designs in the neighbourhood and an adverse effect on the streetscene.

**22/00127/HHD** - Amendment to application 21/02247/HHD - Removal of existing rear extensions. Erection of two storey and single storey rear extensions. Replacement of existing dormers and construction of porches to the front and side, 11 Oxford Road Woodstock.

**No Objection**

**22/00173/HHD** - Removal of conservatory and part of garage and the erection of a single storey front extension, single and double storey rear extensions, including internal alterations and the upgrading and enhancement of the thermal performance and aesthetic appearance of the existing fabric together with associated landscape works, 9 Cadogan Park Woodstock.

**OBJECTION**

Concern regarding the addition to the existing large trees being planted for screening and the unneighbourly effect to the south west of the property. We would request that native trees of a suitable type and mature height are a condition to overcome the concern.

We welcome the enhanced thermal performance measures.

**9/2/22**

#### **Reports from Committees and Working Parties**

- 1. Neighbourhood Plan Working Group – RESOLVED** that the introduction page presented be **APPROVED**; that a preference be expressed for Andrew Ashcroft as examiner; and **WTC AGREE** the continued support for the progression to the next stage of the Neighbourhood Plan Green Spaces application which culminates in a public referendum and examination by an inspector;
- 2. Staffing Committee –** Subject to the date being changed to 31<sup>st</sup>, it was **RESOLVED** that the minutes of the meeting held 10.01.22 be **NOTED** and item **SC/222/6.3** be **APPROVED**.  
It was further **RESOLVED** that
  - 1. The application pack presented be APPROVED;**

2. The advertising with OALC, SLCC, NALC and Indeed be **APPROVED** with an expected cost of around £500 plus VAT.
3. That the recruitment plan discussion be **DEFERRED** until the end of the meeting when the press and public would be excluded.

**10/2/22 Hirer's Report**

Council considered the report of regular users at both the Community Centre and Town Hall. The Locum Town Clerk advised that the Council may wish to consider a marketing drive and a more strategic use of the two venues at a future meeting. **RESOLVED** to **NOTE** the contents of the report; and to **AGREE** that use of facilities on a Friday evening be at a minimum charge of 2.5 hours including set up and take down.

*9.25pm Councillor John Bleakley left the meeting.*

**11/2/22 IT Support**

Council considered proposals from Oxfordshire Digital. **RESOLVED** to **APPROVE** the installation of a new Wifi Access Point at a cost of £70; the completion of IT Documentation at a day rate of £350; ongoing support in 15 minute blocks at an initial 8 hours to be reviewed at a later date; to cover work to date at a cost of £60.

**12/2/22 Community First Oxfordshire Membership**

**RESOLVED** that membership be taken for one year with a further report to Council at a later date to review benefits.

**13/2/22 Privacy Notice**

**RESOLVED** that revised notice be **APPROVED**.

**14/2/22 RFO Reports**

**January 2022 Reports: RESOLVED** that the following reports be **APPROVED**.

- i. Unity Bank list of payments between 01/01/2022 – 31/01/2022
- ii. Unity Bank Reconciliation as at 31/01/2022
- iii. Unity Bank balance confirmation 31/01/2022
- iv. Income & Expenditure Financial Statement as at 31/01/2022

**15/2/22 ADSO/LLG Petition for Remote Meetings**

**RESOLVED** that as an increase of numbers signing is being sought, should individuals wish, they sign the petition themselves rather than as a council.

**16/1/22 Councillor Roles and Responsibilities**

**RESOLVED** that Council **AGREES** that Cllr James Spencer-Churchill and Cllr Ann Grant take on the joint role of overseeing the Woodstock cemeteries.

**9/2/22 Reports from Committees and Working Parties**

2. **Staffing Committee** – *the item deferred earlier in the meeting was recommenced.*

It was **RESOLVED** to exclude the press and public in line with the Press and Public (Admissions to Meetings) Act 1960 as the following item is in regard to staffing matters.

The Locum Town Clerk gave a verbal update on matters affecting the recruitment plan. **RESOLVED** that the general plan be **APPROVED** with the setting of specific dates being delegated to the Locum Town Clerk in consultation with the Chairperson of Staffing Committee.

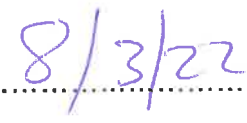
Council requested that information be communicated to councillors once sorted.

The meeting concluded at 9.55pm

Mayor .....

A handwritten signature in blue ink, appearing to be 'M. J. ...', written over a dotted line.

Date ..... 8/3/22

A handwritten date '8/3/22' in blue ink, written over a dotted line.