



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Samantha J Shippen

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 12th April 2022 at 19.30.

Cllrs. present:

Mathew Parkinson (Mayor)
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Nick Manby-Brown
Meg Manson
Ulli Parkinson
Sharone Parnes
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

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

1/4/22

Apologies for Absence

Were received from Councillor Kate Bailey.

2/4/22

Minutes of last meeting

No notifications of suggested amendments were received in accordance with Standing Order 12a. Councillors were reminded of the requirement.

It was **RESOLVED** that the minutes of the Council meeting held Tuesday 8th March 2022 be **APPROVED** as a correct record and signed by the Mayor.

3/4/22

Declarations of Interest

Councillor Spencer-Churchill declared an interest in item 9 as President of the Youth Club; Cllr. Grant declared an interest in item 9 as Secretary of the Youth Club; Cllr. Parnes declared an interest in item 9 as his wife is Chair of the Youth Club.

Cllr. M Parkinson declared an interest in item 9 as a Trustee of Woodstock Chapel Trust. Cllr. Poskitt declared an interest in agenda item 9 as a member of Sustainable Woodstock and a volunteer for Link Up; and item 10 as a member of WODC.

4/4/22

Public Speaking and Question Time

A member of the public spoke in objection to the planning application 22/00722/HHD for 10 Blackberry Way, seeking support for the objection; another member of the public related to the applicant advised that the application is an amendment of a previous application approved in summer 2021.

Five members of the public spoke in response to item 20, two in opposition to the parking proposals by Oxfordshire County Council and three in support of proposals.

The residents were thanked for their attendance.

5/4/22 Reports from Outside Bodies & Organisations

1) Community First Oxfordshire – Woodstock Development Report

Kay Sentence, Community Coordinator outlined her work since March 2020 and the periodic report to Council.

It was **RESOLVED** that the representative be thanked for attending and the report be **NOTED**.

6/4/22 County Councillor's Report

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on support for Ukrainian refugees; he highlighted the work of the Traffic Advisory Committee which will hear about road repairs in Hensington Road scheduled for April – June; the parking consultation which is currently underway following which an OCC Cabinet decision will be made. It was **RESOLVED** that the report be **NOTED**.

7/4/22 District Councillor's Report

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Councillor Cooper recommended that should a poll be requested at the Town Meeting, the question be clear; he also highlighted the possible effect on council tax single person reduction if a refugee is housed. Councillor Poskitt advised funding of up to £250 has been allocated by WODC for Queen's Jubilee celebrations. It was **RESOLVED** that the report be **NOTED**.

The Mayor moved agenda items 20 – 22 to this point in the meeting.

20/4/22 Parking

Council considered a proposal from Councillor Ann Grant that now that Woodstock residents and the Town Council have seen the full proposals for the Woodstock parking scheme and it is noted that thus far due process has not been adhered to by OCC.

In order to ensure that WTC are able to fairly represent the people of Woodstock, WTC calls upon OCC to halt the timeline of this scheme to facilitate further discussion with the public, in order to ensure that there is sufficient time for effective consultation and transparency. Additionally, WTC requests that the output of the consultation is made available to them prior to WTC's May meeting to enable the output to be reviewed and imbedded in WTCs representations to OCC with the undertaking from OCC that no decisions will be made until WTCs representations are received and with reassurance that they will be taken into account.

A named vote was requested:

Cllr Bleakley	Against
Cllr Faulkner	For
Cllr Grant	For
Cllr Lamb	Against
Cllr Manby-Brown	Against
Cllr Manson	Against
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against
Cllr Spencer-Churchill	For

It was therefore **RESOLVED** that the proposal falls.

County Councillor Andy Graham commented that he will strongly recommend to Oxfordshire County Council that the report on the parking consultation comes to the Town Council in May 2022.

21/4/22 Town Council Minutes

Council considered a proposal from Councillor Sharone Parnes that Woodstock Town Council resolves that in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute.

A named vote was requested:

Cllr Bleakley	For
Cllr Faulkner	abstain
Cllr Grant	For
Cllr Lamb	abstain
Cllr Manby-Brown	For
Cllr Manson	abstain
Cllr M Parkinson	Against
Cllr U Parkinson	For
Cllr Parnes	For
Cllr Poskitt	Against
Cllr Spencer-Churchill	For

It was therefore **RESOLVED** that in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute.

22/4/22 Question for the Mayor

A question from Councillor Sharone Parnes was put to the Mayor - Why has the Town Mayor postponed the Annual Town Meeting, why has this been done without public or internal explanation, and why was the rescheduled date determined to be one that comes after the close of the Parking Consultation?

The Mayor responded that there were two public consultations had taken place immediately before the date and with the availability of a Locum Clerk being uncertain the Mayor delayed the meeting to the nearest available date.

It was **RESOLVED** response be **NOTED**.

8/4/22 RFO Reports

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

- i. Unity Bank list of payments between 01/03/2022 – 31/03/2022;
- ii. Unity Bank Reconciliation as at 31/03/2022;
- iii. Unity Bank balance confirmation 31/03/2022;
- iv. CCLA Bank Reconciliation as at 31/03/2022;

- v. Petty cash reconciliation;
- vi. Income & Expenditure Financial Statement as at 31/03/2022.

9/4/22

Grants

Council considered the report on grant applications.

RESOLVED to **AWARD** the following grants, subject to receipt of reports relating to 2021/22 grants:

Applicant	Project for Funding	Amount
Woodstock Scout & Guide Hut	Painting & Windows	£500
Volunteer Link up	Supporting residents transport	£200
Woodstock Youth Club	Revenue Support	£500
Citizen Advice West Oxon	Advice Services	£200
Sustainable Woodstock	Community Woodland and Orchard	£300
Woodstock U16 F/ball Team	Iddor Training	£300
Old Woodstock Mock Mayor	Community event , raising money for Charity	£300
Woodstock Chapel Trust	Memorial Garden restoration	£500
Woodstock Ladies Circle	Social gathering for the elderly	£200
Total amount of Grant Budget £3,000		£3,000

It was further **RESOLVED** that in 2023, the availability of grants be advertised more widely and the procedures for awarding grants be reviewed prior to advertising.

10/4/22

Planning & Licensing

Council **RESOLVED** the response to the following applications:

Salt Cross Garden Village AAP Examination - Request for comments on additional work and note on agreed actions

no further comments be submitted on behalf of Council.

22/00388/LBC – External alterations to repair and insulate existing roof. Works to include the removal and reuse of all of the existing roof tiles and replace damaged tiles with reclaimed tiles to match - 39 Manor Road Woodstock;

No objection;

22/00722/HHD - Erection of a first floor side extension above existing garage and parking space and single storey rear extension - 10 Blackberry Way Woodstock;

Objection due to loss of light to neighbouring property, overdevelopment of the site, overbearing nature of the development. Council also recommends that WODC Planning Committee undertakes a site visit and reports the notification of absence of neighbour consultation be investigated by WODC.

22/00752/HHD - Alterations to first floor terrace to include the installation of stepped decking, replacement balustrade and erection of close boarded screening along with the replacement of kitchen window with lowered cill - Flat 42 High Street Woodstock.

No objection.

11/4/22 Reports from Committees and Working Parties

1. Staffing Committee

RESOLVED that Council

- i. **NOTE** the minutes of the meeting held 31st March 2022;
- ii. **APPROVE** the proposed amendments to the Annual Leave Policy;
- iii. **AGREE** the removal of the Flexitime for the Clerk Policy.

2. Interview Panel – Item was withdrawn.

3. Environment Working Group –

RESOLVED that Council **ACCEPT** the notes and **APPROVE** the following recommendations from the meeting held 5th April 2022:

Water Meadows

- Council obtains land registry plans for surrounding properties to establish correct boundaries;
- A quotation be obtained from Ridge and co for a surveyor to establish boundary and encroachment;
- Council to seek any information held by WODC.

Weed Control

Council does not put in place street weedspraying in 2022/23 and reviews weed spraying on its own land before a further contract is placed in 2023.

No Mow May

Council review the initiative prior to renewal of the contract.

Solar Panels at Community Centre

Councillor Mathew Parkinson work with Sustainable Woodstock to take this project forward and a report be taken to Council at a future date.

Play area inspections

- Annual risk assessments be carried out on all three play areas in 2022 with a report to Council of findings;
- A review of outstanding works be undertaken and costs obtained for works required to deal with medium risk items;
- The contract with WODC be reviewed and the Staffing Committee look at benefits of directly employing staff to undertake role.

OWL steps

- ask BBOWT to give advice on what would be best for the area and seek quotations following the advice;
- erect signs of caution for users.

Bus Shelters

Be taken back to the Environment Working Group for further consideration.

Water for Planters

To install an outside tap ASAP subject to listed building approval. Councillors Ann Grant and James Spencer-Churchill to progress.

Cemetery Fees

To be reviewed.

Cemetery Handrail

To review handrail to be placed in the grass. Councillors Ann Grant and James Spencer-Churchill to progress with the Town Clerk's Assistant.

Exterior Painting of Town Hall

To obtain quotations.

4. Queen's Jubilee Working Group

Council received a verbal update on arrangements from Councillor Meg Manson who advised on arrangements for Sunday 5th June where the Town Council is working on a family event with Woodstock Live. Risk assessments, event plans and publicity are all in progress.

Councillor James Spencer-Churchill updated Council on plans for a Town Crier and Beacon Lighting at Blenheim Palace on Thursday 2nd June 2022.

RESOLVED that the information be **NOTED**.

*It was **AGREED** that Standing Orders be set aside and the meeting extended to 10.30pm*

12/4/22 Review of Cemetery Rules, Health & Safety and Risk Assessments

RESOLVED to

1. **APPROVE** amendments to Rules for using the Cemeteries adding the policy on Grave Decorations from the April 2014 Policies document; acknowledging that the rules regarding allowing Dogs is subject to review.
2. **NOTE** the Rules & Regulations Summary without alteration;
3. **AMALGAMATE** the Cemetery Policies 2014 into the updated rules;
4. **APPROVE** the amendments to the Placement of Memorial Seats Policy;
5. **NOTE** the Agreement with Cemetery Contractors and require it to be renewed annually to ensure insurance is updated and agreement is conformed with;
6. **NOTE** the update on Health & Safety and Risk Assessment.

13/4/22 Council Meeting Starting Time

1. Council considered a proposal that Woodstock Town Council resolves to change the start time of Town Council meetings to 6:30pm.

A named vote was requested.

Cllr Bleakley	For
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	For
Cllr Manby-Brown	For
Cllr Manson	For
Cllr M Parkinson	For
Cllr U Parkinson	For
Cllr Parnes	Against
Cllr Poskitt	abstain
Cllr Spencer-Churchill	abstain

It was therefore **RESOLVED** to change the start time of Town Council meetings to 6:30pm.

2. Council considered a proposal that Meetings revert to the Mayor's Parlour from the Annual Meeting of Council in May 2022.

A named vote was requested.

Cllr Bleakley	abstain
Cllr Faulkner	For
Cllr Grant	Against
Cllr Lamb	Against
Cllr Manby-Brown	For
Cllr Manson	abstain

Cllr M Parkinson	abstain
Cllr U Parkinson	Against
Cllr Parnes	Against
Cllr Poskitt	For
Cllr Spencer-Churchill	Against

It was therefore **RESOLVED** that the motion fall.

14/4/22 New Finance and Assets Committee for 2022/23 Municipal Year

It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022.

15/4/22 Town Council Roles 2022/23

It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022. The Mayor requested that any changes be emailed in advance to the Town Clerk and Mayor.

16/4/22 Social Media Policy

RESOLVED that Council **ADOPTS** the Social Media Policy.

17/4/22 NALC Smaller Councils Committee

It was **RESOLVED** that no response be made.

18/4/22 Provision of a Grit Bin at Kerwood Close

RESOLVED that Council **APPROVE** to pay OCC £250 plus VAT for a new grit bin located at the top of Kerwood Close.

19/4/22 Declaration of Interests

It was **RESOLVED** that the matter be **DEFERRED** to the Annual Meeting of Council in May 2022.

23/4/22 Property Reports

It was **RESOLVED** that the reports be **APPROVED** to cover the storm damage at Park Street block of £400 and general maintenance redecoration at 4a Market Street to be included in 2023/24 budget.

The meeting concluded at 10.30pm

Mayor

Date