



## Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

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Locum Town Clerk: Samantha J Shippen

### Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 8<sup>th</sup> March, 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  
5 members of the public  
3 representatives of Cottsway

#### 1/3/22 Apologies for Absence

Were received from Councillor Kate Bailey.

#### 2/3/22 Minutes of last meeting

The Locum Town Clerk advised that amendments to the circulated draft had been made replacing U with Ulli in Cllrs. present; at 4/2/22 in the fourth line changing “update” to “updated”; 5/2/22 ii) first line changing “us” to “use”; iii) adding the words “towards the A44 improvements” after “allocated”; 6/2/22 fourth line changing “walkways” to “walk ways”; 8/2/22 21/04140/RES Objection - in sixth line removing the ‘ in 5’s, correcting the spelling of unlikely in line 7, removing the brackets from the final sentences in the first paragraph, replacing l with i in the first line of the second paragraph, placing a P in Plenty in the final sentence of the second paragraph, replacing . with a ? at the end of the third paragraph;  
It was **RESOLVED** that subject to the amendments, the minutes of the Council meeting held Tuesday 8<sup>th</sup> February 2022 be **APPROVED** as a correct record and signed by the Mayor.

#### 3/3/22 Declarations of Interest

Cllr. Grant declared an interest in item 10 as Secretary of the Youth Club.  
Cllr. M Parkinson declared an interest in item 6 as a resident of a Cottsway property; item 10 as a Trustee of WDSK Chapel Trust and item 17 as it relates to his father.

Cllr. Parnes declared an interest in item 10 as his wife is a member of the Youth Club Committee.

Cllr. Poskitt declared an interest in agenda item 10 as a member of Sustainable Woodstock and a volunteer for Link Up; and item 14 as a member of WODC.

#### **4/3/22 Public Speaking and Question Time**

Three members of the public spoke in response to item 6.1. they highlighted the potential impact on residents of the Cottsway proposals including the size and overbearing nature of the proposals which they considered would be out of character with the local area. They also commented on the effects on traffic in an area which is affected by school traffic and expressed concerns about the operation of refuse vehicles.

The residents were thanked for their attendance.

#### **5/3/22 Support for Ukraine**

It was **RESOLVED** that the following declaration be **ADOPTED**

“The unprovoked invasion of Ukraine by Russia is causing a humanitarian catastrophe to unfold in Europe. Members of our community are appalled by Russia’s action and in awe of the bravery shown by Ukrainians as well as the bravery of those Russians who have denounced their government’s aggression.

Our thoughts and sincere wishes are with the residents of our Town who have relatives and friends in Ukraine. Nationals of both Ukraine and Russia may have made homes in our town, and we should all come together to support the victims of war.

In the light of the event held earlier this evening, Woodstock Town Hall will be a collection site for medical supplies to be sent directly to the front line by Dr Olena Seminog”.

#### **6/3/22 Reports from Outside Bodies & Organisations**

**1) Cottsway – Pre-Planning Consultation** three representatives attended the meeting to give a verbal presentation on plans for the re-development of the former sheltered housing scheme at Ryegrass. They advised that the scheme was not yet submitted and they thanked the members of the public present who had given their comments during public speaking, acknowledging the technical and emotional issues raised. They advised that the proposed scheme is for 37 apartments of one and two bedrooms for the over 55s an increase of 18 to the existing provision. The current scheme has become unviable and does not meet current national standards, whereas the proposed scheme will be well ventilated, highly sustainable buildings in four blocks, constructed of materials which meet the WODC design Guide.

Questions were raised regarding community rooms – none to be provided; heating – unlikely to be gas, PV panels and airsource pumps being investigated; lowering of roof height – will be considered; use of existing accommodation for refugees – will be investigated; lack of privacy and overlooking of existing properties – to be re-examined; reduction in number of units – would make scheme financially unviable; area of tarmac – can be permeable; amenity maintenance in other Cottsway properties – to be referred to local housing officers.

It was **RESOLVED** that the representatives be thanked for attending and Council will await the planning application to comment in due course.

#### **7/3/22 County Councillor’s Report**

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on work being carried out in respect of the two major planning applications, particularly in respect of highways access; the parking consultation which commences on 17<sup>th</sup> March

for four weeks following which an OCC Cabinet decision will be made. It was **RESOLVED** that the report be **NOTED**.

**8/3/22 District Councillor's Report**

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Councillor Cooper advised that funding has been reserved in WODC budget for the 150<sup>th</sup> Anniversary of Sir Winston Churchill's birth which will be celebrated in November 2024. It was **RESOLVED** that the report be **NOTED**.

**9/3/22 RFO Reports**

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

- i. Unity Bank list of payments between 01/02/2022 – 28/02/2022;
- ii. Unity Bank Reconciliation as at 28/02/2022;
- iii. Unity Bank balance confirmation 28/02/2022;
- iv. CCLA Bank Reconciliation as at 31/01/2022;
- v. CCLA Bank balance confirmation 31/01/2022;
- vi. Income & Expenditure Financial Statement as at 28/02/2022.

The RFO was requested to look at costs of clock repairs.

**10/3/22 Grants**

Council considered the report on grant applications.

**RESOLVED** to **DEFER** the consideration of grants to the April meeting to allow for further publicity.

**11/3/22 Audit**

**1. Internal Audit**

Council considered the report of the Internal Auditor resulting from the visit on 23<sup>rd</sup> November 2021 and the draft action plan prepared by the RFO. The RFO updated Council on actions taken since the draft was prepared.

It was **RESOLVED** to **RECEIVE** the report and **APPROVE** the action plan.

**2. External Audit.**

Council considered the comments of the RFO and Locum Town Clerk.

**RESOLVED** to **NOTE** the conclusion of Audit for the year ended 31<sup>st</sup> March 2021 as no actions were required.

*9.15pm Councillor N Manby-Brown left the meeting.*

**12/3/22 Financial Risk Management and Internal Controls Review**

**RESOLVED** to **APPROVE**

1. the Statement of Internal Control for 2021/22 and the review of effectiveness;
2. the Financial Risk Management report for 2021/22.

**13/3/22 Pay Award 2021/22**

**RESOLVED** to note the pay award 2021/22 of 1.75% as agreed by the NJC to be back-dated for staff to 1<sup>st</sup> April 2021.

**14/3/22 Planning & Licensing**

Council considered its response to the following applications:

**Salt Cross Garden Village Area Action Plan Examination Update**

**RESOLVED** to **NOTE** the following update from WODC

"The current status of this examination is that it remains paused to allow further work to be undertaken by the Council. We hope to have news on this shortly. On another matter, last week a further Inspector (Mr Spencer) was appointed to work jointly with

Mr McCreery on the examination. This appointment has been made in the interests of managing continuity as Mr McCreery is expected to leave the Planning Inspectorate in the coming months”.

**Planning Application R3.0152/21**

**RESOLVED** to **REJECT** the request of OCC to withdraw objection.

**Planning Applications Nos: 21/00102/S73 & 21/03001/FUL Woodstock Social Club**

**RESOLVED** to **APPROVE** the request of WODC to withdraw objection.

**RESOLVED** to make the following comments:

**21/00189/FUL** - Hybrid planning application consisting of full planning permission for the erection of 74 dwellings, 60 sqm of community space (Class E), a parking barn, means of access from the A44, associated infrastructure, open space, engineering and ancillary works; outline planning permission for up to 106 dwellings, up to 60sqm of community space (Class E), a parking barn, with associated infrastructure, open space, engineering and ancillary works (Amended) - **Land East Of Hill Rise Woodstock.**

**Reiterate previous objection**

**21/00217/OUT** - Outline application with all matters reserved except for means of access for up to 250 dwellings with community space and car barns together with associated works - **Land North Of Banbury Road Woodstock.**

**Reiterate previous objection and comment that taking away existing parking in Banbury Road is not a solution to the traffic issues. A pavement will be required on both sides of the road.**

**22/00400/HHD** - Proposed single storey side extension, internal and external alterations including amendments to external finishes - **29 Oxford Road Woodstock.**

**No objection**

**22/00423/FUL** - Construction of first floor Juliet balconies to three bedrooms in West elevation and ironwork canopy to surround existing ground floor entrance door to East elevation - **Woodstock House Rectory Lane Woodstock**

**22/00424/LBC** - Internal and external alterations to construct first floor Juliet balconies to three bedrooms in West elevation and ironwork canopy to surround existing ground floor entrance door to East elevation - **Woodstock House Rectory Lane Woodstock.**

**No objection.**

**15/3/22 Reports from Committees and Working Parties**

**1. Neighbourhood Plan Working Group**

**RESOLVED** that Council

1. **ACCEPT** the documents put forward in the Green Spaces Neighbourhood Plan for Woodstock;
2. **AGREE** the Mayor, Cllr M Parkinson, signs the document on behalf of Woodstock Town Council;
3. **AGREE** the Mayor writes to Mrs Trish Redpath to express the Council's thanks for all the time and effort she has put into leading the Group to develop the Neighbourhood Plan.

2. **Queen's Jubilee Working Group**  
**RESOLVED** that the plan for Sunday 5<sup>th</sup> June 2022 be **APPROVED**, subject to the necessary event plan and risk assessments being completed.
3. **Queen's Green Canopy Working Group.**  
**RESOLVED** that the notes of the meeting held 10<sup>th</sup> February 2022 and the actions be **NOTED**.

*9.58pm – Council agreed to extend the meeting by 30 minutes to allow business to be concluded.*

**16/3/22 Seal of Legal Documents**

**RESOLVED** that Council **AGREES** to the application of the Council seal in accordance with Standing Order 23 to the Lease of Ground Floor – Woodstock Community Centre and Lease of Suite 3 - Woodstock Community Centre, to be applied by the Locum Town Clerk in the presence of Councillors M Parkinson and E Poskitt immediately after the meeting.

**17/3/22 Water Meadows Volunteer**

It was **RESOLVED** to **APPROVE** the appointment of Mr Maurice Parkinson as a Volunteer Warden to assist with tasks.

**18/3/22 WODC – Town & Parish Council Forum**

**RESOLVED** not to send a representative to the meeting on 17<sup>th</sup> March 2022.

**19/3/22 Cemeteries**

**1. No Dogs Allowed**

Following discussion, it was **RESOLVED** to **DEFER** consideration of this item for at least four months to allow councillors to consult with the public, Councillor Faulkner agreed to do an article for the website and newsletter.

**2. Cemetery Survey**

Council considered the report from Councillors A Grant and J Spencer-Churchill, it was **RESOLVED** that Council

1. **AGREE** the offers of assistance free of charge to deal with the hedge and self-seeded elder;
2. **AGREE** that debris be cleared as soon as possible and the sloping path be swept and tidied regularly;
3. **AGREE** other works be undertaken in order of need when budget allows;
4. **DEFER** the review of Rules, Health & Safety Policy and Risk Assessments to the next meeting;
5. **REFER** the possibility of employing an Environmental Warden to the Staffing Committee for consideration and comparison with the UBICO contract.

**20/3/22 CCTV**

Council considered proposals for CCTV at the Town Hall and Community Centre. It was **RESOLVED** that consideration be **DEFERRED** until such time as an assessment in line with the ICO guidance has been completed.

**21/3/22 Support a Thriving Woodstock Economy**

**RESOLVED** that Woodstock Town Council recognises that during the pandemic businesses in Woodstock have suffered financially. The Town council will do everything it can to support a thriving Woodstock economy.

**22/3/22 Property Reports**

It was **RESOLVED** that

1. 4a Market Street be marketed at a rent of £875 per month, £10,500 per annum;

- 2. the communal areas of the Community Centre be redecorated at a cost of £1,785 and re-carpeted at a cost of £993.28 +VAT using budget for redecoration;
- 3. the remainder of the February and March reports be **NOTED**.

**23/3/22 Councillor Training Feedback**

Councillors commented that the recent training had been very useful. The Locum Town Clerk requested that councillors consider whether any additional training be requested and that information be communicated back to her.

The meeting concluded at 10.26pm

Mayor .....

Date .....