



**Woodstock Town Council**

The Town Hall, Woodstock, Oxford, OX20 1SL

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Town Clerk: Marzia Sellitti

**Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 18<sup>th</sup> January, 2022 at 19.30.**

**Cllrs. present:**

- Jo Lamb (Deputy Mayor)
- John Bleakley
- Rachel Faulkner
- Ann Grant
- Sharone Parnes
- Elizabeth Poskitt

**In Attendance:**

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

**1/1/22 Apologies for Absence**

Were received from Councillors Bailey, Manby-Brown, Manson, M Parkinson, U Parkinson and Spencer-Churchill.

**2/1/22 Minutes of last meeting**

The Locum Town Clerk advised that the information circulated by the RFO at the December meeting regarding the tax base and resulting Band D charge for 2021/22 were incorrect, leading to a 16p per annum difference in the increase for 2022/23 as stated in minute 9/19/21. The actual increase is £11.39 and the resulting percentage 14.5%. The legal decision is the precept total amount which remains unchanged. An amendment to the minute is not appropriate as the minute records the discussion at the meeting. It was **RESOLVED** that the information be **NOTED** and an explanatory note be filed with the minutes of 7<sup>th</sup> December 2021.

It was **RESOLVED** that the minutes of the Council meeting held Tuesday 7<sup>th</sup> December 2021 be **APPROVED** as a correct record to be signed by the Deputy Mayor.

**3/1/22 Declarations of Interest**

Cllr. Poskitt declared an interest on agenda item 11 as a member of BBOWT.

**4/1/22 Public Speaking and Question Time**

A member of the public spoke on behalf of the Campaign to Protect Old Woodstock in response to item 11.1. He brought to the attention of Council that a similar request had been rejected in March 2021, and a suggestion made that Blenheim construct a route on its own land either within the Park or North of Owen Mumford's. He highlighted that the problems remain as they were last year.

The resident was thanked for his attendance.

*The Deputy Mayor brought forward item 11.1.*

**11/1/22 1. Water Meadows Access Request**

Council considered a request from Blenheim Estate for access to construct a bridge across the Water Meadows. It was **RESOLVED** that attention be drawn to the Council's response from earlier in 2021 and suggest that Blenheim Estate explore the suggestions previously made, particularly in respect of land over the River Glyme north of Owen Mumford's. The requestor be advised that the Council is of the opinion that the recent request is nothing new from the previous request and yet no response has been received to the alternative suggestions made.

To suggest that an enhanced footway and cycle path between the two proposed developments is a possibility, albeit potentially expensive. In short, the Council rejects the request for construction across the Water Meadows.

**5/1/22 Reports from Outside Bodies & Organisations**

a) **Woodstock Traffic Advisory Committee** – County Councillor Graham gave a verbal update of the meeting held 17<sup>th</sup> January 2022, highlighting the Burford EWR update; the capital programme for the new bridge at the Black Prince; 20mph speed limit proposals; parking consultation; and Blenheim events traffic plans. The minutes will come to Council in February. It was **RESOLVED** that the update be **NOTED**.

**6/1/22 County Councillor's Report**

OCC Cllr Graham highlighted his monthly Parish report and gave a verbal update on the library working group he is forming. Councillor J Bleakley volunteered to join the working group. It was **RESOLVED** that the report be **NOTED**.

**7/1/22 District Councillor's Report**

Council received the monthly report from West Oxfordshire District Councillors Poskitt & Cooper. Council thanked WODC Cllrs Cooper and Poskitt for trying to arrange a site visit for Bladon Chains Caravan Park. It was **RESOLVED** that the report be **NOTED**.

**8/1/22 Planning & Licensing**

Council considered its response to the following applications:

**R3.0152/21** - Planning application by Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND for planning permission: Single storey extension to provide an additional 4 classrooms, storage rooms, withdrawal room, plant room, circulation areas and toilets and provision of new hard and soft play areas, to facilitate expansion to 2 form entry. Demolition of existing single storey temporary WUFA building on site. at Woodstock Church of England Primary School, 2 Shipton Road, Woodstock, OX20 1LL.

**RESOLVED** that the Council **OBJECT** to the proposal due to the displacement of WUFA, the development is not acceptable until such time as a replacement home is found for afterschool care due to the significant impact on the welfare of children and families. Council raised concern that the pre-planning consultation was cancelled by Ridge & Co in December and not re-arranged prior to submission of the planning application. Concern was also raised that the under 5 provision would be separated from the primary school impacting families with more than one child.

Council expressed the wish to be consulted on the construction traffic management plan and requested that an order regarding control of work and noise prior to 7am be included alongside restrictions to traffic movements prior to school starting times and after school finishing times, to limit the impact on children and parents travelling to school. It was requested that a copy of the response be forwarded to the county councillor.

21/04187/SCOP - Scoping Opinion - EIA scoping exercise for Land East of Park View, Woodstock.

**RESOLVED** that attention be drawn to the visual impact on the facilities of Woodstock moreso than Kirtlington, particularly the effect on heritage assets which include significantly more Roman archaeology than just the villa; the effect on the setting of a World Heritage site; the flooding risk to the A4095 and land alongside as drainage systems are affected; the potential traffic impact in Woodstock and the potential effect upon the helicopter circuit and runway at Oxford Airport.

**9/1/22 Reports from Committees and Working Parties**

1. **Urgent Planning Committee – RESOLVED** that the minutes of the meeting held 20.12.21 be **NOTED**;
2. **Green Canopy Working Group – RESOLVED** that the notes of the meeting held 14.12.21 be **NOTED**;
3. **Staffing Committee – RESOLVED** that the minutes of the meeting held 10.01.22 be **NOTED**.

**10/1/22 Oxfordshire County Council Matters**

1. **Local Transport and Connectivity Plan 5 – RESOLVED** that this item be **DEFERRED** to the February Meeting to allow councillors to attend OCC briefings before considering a response to the consultation;
2. **Burford ETRO – RESOLVED** that WTC writes to the OCC Chief Executive supporting the recent decision to revoke the Burford ETRO weight limit through Burford that has severely added to the HGV traffic problems on the A44 in Woodstock.
3. **Transport matters related to 21/00189/FUL – Land East of Hill Rise and 21/00217/OUT – Land North of Banbury Road Woodstock. – RESOLVED** to appoint Councillors J Bleakley, A Grant and E Poskitt as representatives to work with OCC Senior Transport Planner.

**11/1/22 Watermeadows**

**2. Management Plan**

Council considered the quotation from BBOWT to undertake a management plan, **RESOLVED** that as this is a specialist service Financial Regulation 11 be set aside; and the quotation of £2,311.80 plus VAT for provision of a management plan including hydrological input as set out in the proposal dated 7/12/21 be **APPROVED**.

**3. Maintenance proposals**

Council to considered the recommended maintenance plan from ODS. The Locum Town Clerk was requested to investigate previous contracts regarding tree surveys and log pile removal. **RESOLVED** that subject to conformance with the management plan approved at 2 above; the costs for tree & weed survey, strimming and culvert clearance be **APPROVED** and further costs be considered when available in line with budget allocation.

**12/1/22 Lawn Cemetery Handrail**

**RESOLVED** that the matter be referred to the Environment Working Group for a further report to Council at a later date.

**13/1/22 Community Centre**

**1. Concessionary Hire Rates for Stroke Club and Lunch Club**

**RESOLVED** that the rate of £15 per session be retained and reviewed in 2022/23 financial year.

## 2. Hire request

Council considered a report regarding a hire proposal. **RESOLVED** that the item be **DEFERRED** and a full report of all current regular hires be brought to the February Council meeting.

### 14/1/22 RFO Reports

**November 2021 Reports: RESOLVED** that the following reports be **APPROVED**.

- i. Unity Bank list of payments between 01/11/2021 – 30/11/2021
  - ii. Unity Bank Reconciliation as at 30/11/2021
  - iii. Unity Bank balance confirmation 30/11/2021
  - iv. Income & Expenditure Financial Statement as at 30/11/2021
- Councillor Parnes requested his vote against be recorded in the minutes.

#### December 2021 Reports:

- i. Unity Bank list of payments between 01/12/2021 – 31/12/2021
- ii. Unity Bank Reconciliation as at 31/12/2021
- iii. Unity Bank balance confirmation 31/12/2021
- iv. Income & Expenditure Financial Statement as at 31/12/2021

### 15/1/22 Property Updates

**RESOLVED** that the December report recommendation which was approved by the Locum Town Clerk be **ENDORSED** and the January recommendation for the light sensors in the toilets at the Town Hall at a cost of £380 + VAT be **APPROVED**.

### 16/1/22 Exclusion of Press and Public

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 advised members that any recording of proceedings should be stopped at this point.*

### 17/11/22 Staffing Committee

Council considered the recommendations of the Staffing Committee. A recorded vote was requested, the Locum Town Clerk advised that it is not good practice to record confidential sessions.

**RESOLVED** that  
6.1 be **APPROVED**;  
6.3 be **APPROVED**;

*10pm Council **AGREED** to extend the meeting by 15 minutes in accordance with Standing Order 3x.*

*10.13pm Councillor Grant left the meeting.*

6.6 be **APPROVED**;  
The remaining items be **NOTED**.

The meeting concluded at 10.15pm

Mayor .....

Date .....