

Locum Clerk report 13th September 2022

Item 7 on the agenda

Amendment to Standing Orders relating Non Members attending confidential sessions in Committee Meetings.

Recommendation: *'A Councillor is entitled to attend all meetings and committee meetings of the Council, regardless of that Councillor's membership of a particular Committee. A Councillor is not however, entitled to remain in a meeting where a Motion has been passed to exclude the Public and Press for the purposes of discussing confidential or prejudicial information, unless that Councillor can demonstrate that remaining in the meeting is essential to the performance of their duties.'*

Due to the sensitive nature of the Staffing Committee which has delegated authority, to make decisions. Other Members have to trust the chosen Committee Members. Whilst there is confidential session there are no confidential minutes. The minutes produced will be in accordance with the need to know basis for other Members of the Council.

I have spoken to Oxford Association of Local Councils who are trying to get a definitive answer from NALCC. At the date of writing this report, nothing has been received. This may change by the time of the meeting.

Officer recommendation

The Council has 2 options one is to adopt the amendment of the Standing Orders as a point of clarity. Council's amend their Standing Orders to assist them with guidance. Or, wait until a definitive answer has been received.

Reasons for adoption

There is nothing in the Standing Orders for non-voting Members to remain in confidential There is however very clear guidelines and even the passing of a resolution to move to confidential session at the exclusion of members of the public which in the Staffing Committee non Council Members are in essence members of the public.

There has been no official notification regarding the amendment of the Legal Topic Notes from NALC.

Some Members of the Staffing Committee have shared their reluctance to attend a meeting where Non-Committee Members can remain in a meeting, this would leave the meeting not being able to proceed if the meeting is not quorate.

Item 8 Civility and respect pledge

There more of an emphasis on respect in the new Code of Conduct it is the aim of National Association of local Councils and Society of Local Council Clerk to try and encourage more respect within the sector.

ABOUT

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

CIVILITY AND RESPECT PLEDGE

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

Bullying has been an ongoing issue it is now becoming a nationwide issue to retain clerks and Members of a Council.

Appointment of Membership to the Finance and Assets Committee – 5 Members

The original decision making process is being challenged, however some decisions can be brought back to the table if there is a justified reason to do so. As a resolution was not passed.

Standing orders state:

7 Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

The key word here is resolution, decisions recorded as a resolution is the final decision, agreed. This comes under the 6-month rule as in item 7 of your Standing orders.

When members are not sure what to decide and the item the item is then deferred, the item may need bringing back to the table at an earlier point than 6 months, if there is a good reason to do so, the Clerk has the right to bring the it back to Council if the circumstance(s) or new information about the decision has changed. Due to the current situation where there were no applicants on 2 rounds of advertising, this was my reason for revisiting the situation. I also felt that for a New Clerk to establish a new Committee and come to grips with the work required of them, felt it would be helpful to have the Committee established and in place. (The appointment of a Clerk is not for discussion at the meeting) Council simply cannot put everything on hold due to the lack of a permanent clerk. If the Committee is formed prior to the new Clerk being appointed it will make the handover and transition smoother as the

Terms of Reference will be submitted by the Finance and Assets Committee for approval. The Terms of Reference will be pivotal in keeping the committee going in the right direction.

There is also the matter of the budget. It is my intention to work with each Working Group and Cost Centre Headings with the inclusion of the Environment Working Group and the Finance and Assets Committee to decide what they would like to see in the budget and decide if the budget heading is achievable for delivery without having a large impact on the precept, this can be communicated to the committee who will be in a position to present a robust budget to Council.

Assets are one of the Council's strengths not just property the other assets should be included working in conjunction with the Lead Members. It would be advantageous to the Council if there were a committee to monitor these assets, the longevity of assets will need to be taken into account for budgeting purposes in the future.

Decision makers are often unable to choose between the options that they are offered. In these settings they typically defer their decision, that is, delay the decision to a later point in time or avoid the decision altogether.

If the Committee does not work it can always be devolved.

NB Most Town and Parish Councils have a Finance Committee of some sort.

Officer recommendation

If Council is satisfied that the Finance and Assets Committee has been legally agreed to, to trail the Committee for the until 31st March 2023 to establish whether it harmonises with the Council and the Financial Regulations.

Item 9 Policies for adoption

- I. Woodstock Town Council – Equalities Policy
- II. Woodstock Town Council Members and Officers Protocol Policy

These are self-explanatory. It is good practice for Council to have these policies in place going forward.

Officer recommendation- Adopt both policies but include as suggested by Cllr Parness reference to The Internationally Recognised IHRA Definition of Antisemitism:

Item 10 Appointment of Membership to the Finance and Assets Committee – 5 Members

This is covered above.

Item 11 Audit Matters

Officer recommendation Not to opt out of the SAAA to find an internal auditor is difficult. The criteria for an External Auditor with the authority and knowledge of the appointed one which would have gone out to tender will be extremely difficult. Council could find itself in a position of vulnerability.



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 9th August 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
John Bleakley
Ann Grant
Sharone Parnes – joined the meeting at 18.34
Matthew Parkinson
Ulli Parkinson
Nick Manby-Brown
Cllr Spencer-Churchill

In Attendance: Karen Crowhurst – Locum Clerk
Rachel Peters – To take the minutes
West Oxfordshire District Cllr. Cooper
Oxfordshire County Cllr. Graham
8 members of the public

09/08/1. **Apologies for Absence**

To receive and consider for acceptance apologies for absence.

Apologies were received from; Cllr Meg Manson and Cllr Kate Bailey.

09/08/2. **Minutes of last meeting**

To consider for approval, the minutes of the Town Council meetings held on Tuesday 14th June, Friday 22nd July and Tuesday 26th July 2022 (previously circulated)

It was agreed **to defer the** accepting of the minutes of the 14th and 22ⁿ July to the next meeting. It was **resolved** to accept the minutes of the 26th July as a true and accurate of the meeting.

09/08/3. **Declarations of Interests**

To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest about the Planning as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

09/08/4. **Public Speaking and Question Time**

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

Members of the public raised questions and commented on:

- Sustainable Woodstock noted that WTC supports the policies against climate change
- Water meadows WTC must provide evidence that town council has maintained it
- Meadow not been grazed for several years
- Himalayan balsam overrunning
- Unmanaged trees in meadows

09/08/5. **Reports from Outside Bodies & Organisations** – No written reports received

09/08/6. **County Councillor's Report**

To receive the monthly Parish report from Oxfordshire County Cllr Graham

Some Members raised concerns as the report was submitted quite late and did not allow time for Members to process its content. Some Members were also concerned as the reports are usually reported on a monthly basis and the last report was heard only 2 weeks ago. Members sought clarity from the Clerk who advised that the timing of the report did not allow time for consideration and perhaps it would be best until the next meeting to consider County Cllr Grahams report as part of usual practice.

The Mayor allowed County Cllr Graham to proceed which included;

- 20mile an hour is scheduled for April/May 2023
- Health centre discussion are at high level and proceeding.
- Delay in implementation of public consultation on hotels, it is likely to be a public.

This was followed by a question-and-answer session regarding the above No decisions were made.

09/08/7. **District Councillor's Report**

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached) Thank you to Blenheim Palace for hosting the chair reception.

09/08/8. **Amendment to Standing Orders relating Non Members attending confidential sessions in Committee Meetings.**

Recommendation: *'A Councillor is entitled to attend all meetings and committee meetings of the Council, regardless of that Councillor's membership of a particular Committee. A Councillor is not however, entitled to remain in a meeting where a Motion has been passed to exclude the Public and Press for the purposes of discussing confidential or prejudicial information, unless that Councillor can demonstrate that remaining in the meeting is essential to the performance of their duties.*

The Clerk explained this item and the purpose for placing this on the agenda. The main reason being to exclude non Committee Members from remaining in a meeting when confidential matters are being discussed, especially staffing matters.

The recommendation was discussed and debated in depth.

Cllr M Parkinson reminded Members of the Standing Orders (26 c Once proposed and seconded any motion to permanently a motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall lay on the table, without debate, until the next ordinary meeting of the council.)

In light of 26c in the Standing Orders it was agreed to debate and discuss this at the September 2022 meeting.

- 09/08/9. **To appoint a Working Group to review Council's Standing Orders and Financial Regulations** *NB – Anything that is highlighted in bold in the original Standing Orders or Financial Regulations are statutory requirements. No additional items to be included can be in highlighted in bold as they are not statutory requirements.*

Working group to be Cllr M Parkinson, Cllr A Grant and Cllr Spenser Churchill
It was agreed by all to accept this motion

- 09/08/10. **To consider forming a Finance Committee – 5 Members**
For the purpose of;

- supporting the RFO at peak times of the financial year,
- To attend meetings to discuss the budget and make recommendations. And explain any amendments,
- To look at Audit documents after the interim audit and main audit to identify actions which need to be taken,
- To ensure the budget is on track and ensure the reserves are at the adequate level previously agreed by Council.

Cllr Manby -Brown proposed an amendment to allow assets be included as part of the committee function, the amendment was seconded by Cllr Lamb.

After some discussion the meeting moved to a vote to accept the amendment.

The outcome of which was:

For 5 Members. **Against** 3 Members. **Abstention** 1 Member

Therefore, the motion was carried.

A further amendment was proposed by Cllr Parnes for the membership of the committee to comprise of Members who have not been appointed to any other committee of the Council. Cllr Grant seconded the amendment.

The meeting moved to a recorded vote

The outcome of which was:

For; Cllr Grant, Cllr Parnes and Cllr Spencer-Churchill.

Against: Cllr Manby- Brown, Cllr Lamb Cllr Poskitt, Cllr M Parkinson, and Cllr U Parkinson.

Abstained; Cllr Bleakley. 0

The meeting moved to vote on forming a Finance and Assets Committee. A named vote was called for. The outcome of which was;

For; Cllr Bleakley, Cllr Manby- Brown, Cllr Lamb, Cllr M Poskitt, Cllr M Parkinson.

Against; Cllr Grant, Cllr Parnes, Cllr U Parkinson, and Cllr Spencer Churchill.

Therefore, it was **resolved that** Woodstock Town Council will form a Finance and Assets Committee. The membership of which will be agreed at the September Town Council meeting.

09/08/11. **To appoint an internal control panel**

The Internal Control Panel will meet with the RFO and Clerk quarterly to do some internal control tests. The panel will comprise of 3 non-bank signatory Members. The tests will include:

- a) Checking a few payments in that quarter against the invoice to see if it has been signed, entered correctly and shows on the bank statement
- b) Check the amount held in petty cash
- c) Other things may come to mind during the process
- d) To report back any findings good or bad to Council

It was agreed to **defer** this item until after the Finance & Assets Committee has been appointed.

09/08/12. **RFO Reports**

1. To discuss the cost of the recent Poll and Election costs noting that if there is a shared election with the District Council the Town Council shares these costs. Members discussed this due to some confusion regarding payments of the Poll and Election costs.

It was agreed for the Clerk to contact Electoral Services and the accounts team to seek further clarification of the timescale of invoices being raised to ensure the invoices are paid in the financial year of the Council for Elections, By Elections and Polls. **Action – The Clerk**

2. To add internal control measures;
 - I. All invoices will require a wet signature of the Members authorising them, the folder will be held in the office,
 - II. The Mayor signs the Payments and Receipts list and bank reconciliations at each Town Council meeting,
 - III. The Cost Centre report be approved at each meeting, the purpose of this is Council will note the amounts against the budget and identify any areas of concern. If there are any concerns these can be discussed at the meeting,
 - IV. Payments list with redacted payments for salaries and names will be added to the documents on the website. Will be scanned versions uploaded to the website to allow for redactions.

It was **resolved** to accept and implement the internal control measures as stated above.

09/08/13. **Motions – To consider written motions raised by Council Members**

AGENDA/ REPORTS DEADLINE

Motion proposed by Cllr Grant seconded by Cllr M Parkinson

WTC resolves that the deadline for requesting an item be put on the agenda is 12 noon on the Tuesday a week before the scheduled meeting

The deadline for submission of accompanying papers/reports for an agenda item is 11am 4 working days prior to the meeting date. (as our meetings are usually held on a Tuesday this would result in the Wednesday before).

*This paper must include a recommendation or a proposal unless just for noting. If a paper/report **has not** been submitted to accompany an agenda item by this deadline then*

the item is to be removed from the agenda before it is circulated and posted in the public arena.

*Any additional information relating to an agenda item must be circulated by the (Councillor/Clerk) providing the additional information (this may be done by email) by 5pm on the day before the meeting allowing over 24 hours to be considered. **This must be additional information only and not a full paper***

Members unanimously agreed to this motion. It was **resolved** to add the Agenda Reports deadline to be included in the Standing Orders.

Motion by Cllr S Parnes:

Woodstock Town Council requests that the Town Hall staff prioritise - via sourcing and instruction of a suitable provider of IT support services - the reformatting and republication of all Council minutes published on the website since the meeting chaired by the Deputy Mayor on December 7th, and ensure Minutes published (without prior Council agreement or consideration) in non-searchable scanned image versions will be converted and republished as searchable text documents as per practice before the un-notified change in format; this, for enhanced accessibility and transparency.

Cllr Manby-Brown seconded the motion.

Cllr Poskitt added an amendment to the motion for the work to be carried out internally as offered by Cllr Manby-Brown together with Cllr Parnes. This was seconded Cllr Grant.

The amendment was accepted unanimously

The original motion with the accepted amendment was voted on

It was then **resolved** to accept the amendment and the amended motion and the amended motion. **Action – The Clerk.**

09/08/14. **Planning & Licensing**

To consider response to the following applications: -

22/01815/HHD 40 Westland Way Woodstock Oxfordshire

Rebuild existing garage structure with a parapet flat roof and converting this space into part of the main house. First floor extension and increasing the sliding doors at the rear.

No objections

09/08/15. **Stench Permeating Woodstock – Report from Cllr Grant**
Accept the notes and recommendation.

Members noted the report and agreed unanimously the recommendation which was for The Clerk to write to West Oxfordshire Council as they have been liaising with Environmental Health regarding this issue with WTC giving any assistance they may need together with copying in Thames Water which will inform them of our intended action. **Action – The Clerk.**

09/08/16. **Exclusion of Press and Public**

To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matter to be discussed is deemed as legal privilege.

Cllr M Parkinson proposed seconded by Cllr Grant.

Cllr Bleakley left the meeting for 5 minutes and re-joined the meeting during discussion of the next item.

09/08/17. 1. **To consider whether to object to the Notice of application for registration of a person in adverse possession Land adjoining 8 Glyme Close Woodstock (OX20 1LB by noon on 12th August 2022**

It was **resolved** to give delegated authority alongside the Town Clerk to Cllr Lamb, Cllr Grant & Cllr M Parkinson to write a letter to Freeths to gather the information and act on the Councils behalf. It was also agreed for the delegated Members and Clerk to work on a response for Council to approve before sending the final response by the extended deadline as stated above.
Action 1 – Delegated Members and the Clerk. Action 2 All Members.

2. **To note the extension granted by HM Land Registry to respond by noon on 5th September 2022**

Cllr Manby-Brown extended his thanks to Cllr Parnes for managing to obtain an extension of time and to those who have worked on this matter.

Cllr Poskitt also thanked Cllr Parnes, Cllr Grant, Cllr Lamb, Cllr M Parkinson for their hard work.

09/08/18. **Close the meeting**

There being no further business, the meeting closed at 20:14

Signed: *K.A. Crowhurst*

Date: 3rd August 2022

Meeting called by Karen Crowhurst - Locum Town Clerk

Woodstock Town Council

The Town Hall, Woodstock, Oxon OX20 1SL

Telephone: 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Karen Crowhurst

Minutes of the Extraordinary Meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 16th August 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
John Bleakley
Ann Grant
Sharone Parnes
Nick Manby-Brown
Cllr Spencer-Churchill

16/08/01 Apologies for Absence

Apologies received from Cllrs Bailey, Manson, M Parkinson and U Parkinson.

16/08/02 Declarations of Interests

To receive any declarations of interests on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest for item 4 Planning & Licensing as she serves as a WODC District Councillor and Chair of the Development Control Committee and of Uplands Planning sub-Committee.

16/08/03 Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated.

Although no prior notification is required, notification to the Town Clerk is welcomed

None

16/08/04 Planning & Licensing

22/02007/HHD 42 Banbury Road Woodstock

No objection

22/01976/HHD 32 Blackberry Way, Woodstock

No objection

22/01815/HHD 40 Westland Way Woodstock

This application had also been on the agenda of the WTC meeting of 9th August 2022 and the Council's views had been determined then.

10/08/05 To approve the Town Council response to the Inspector's questions regarding Woodstock Green Spaces Neighbourhood Plan

The response to the Inspector reviewing the Green Spaces Neighbourhood Plan had been drawn up by the Green Spaces Working Party and Jon Herbert of Troy Planning and Design.

Resolved unanimously:

- To approve the response
- The Locum Clerk to send the response to Astrid Harvey at WODC so Astrid could forward it to the Inspector.

10/08/06 Report from the Mayor regarding the visit from the Mayor of Maintenon and associates.

Cllr Poskitt described the visit of the Mayor and two Deputy Mayors from Maintenon in France two weeks previously. The visit was to consider the possibility of twinning arrangements between Maintenon and Woodstock. Those community leaders who did meet the visitors were all very positive about linkages between the two communities.

Discussion followed with Cllrs present at this ETM expressing varied views. There was concern that there was nothing in the current budget to cover the possible costs indicated by the Maintenon visitors. Costs would largely relate to hosting visits by Maintenon residents in alternate years.

Maintenon had invited representatives from Woodstock to come and visit their town in November 2022. This would be at the personal expense of those going from this town.

Cllr Poskitt proposed holding an open meeting for residents early in the autumn to test the interest of residents for a connection between the two towns. This was seconded.

For: 5

Against : 2

Abstaining: 1

Resolved to call an open meeting at which to consult residents' views on connections between the two communities.

16/08/07 Exclusion of the Press and Public.

To resolve the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed are deemed as legal privilege and contractual

Proposed by Cllr Poskitt, seconded by Cllr Grant and **approved** unanimously.

16/08/08 To consider/ratify the response to HM Land Registry regarding the Notice of application for registration of a person in adverse possession: Land adjoining Glyme Close Woodstock

It had been agreed at a previous WTC meeting that Council would go ahead with lodging an objection with the Land Registry. After discussion Cllrs agreed the draft so far produced and asked that Cllr Lamb continue working with the Locum Clerk to produce the final version of the objection. As Henmans/Freeths had involvement in the past, it seemed appropriate to use them again as legal advice if Zurich approved.

Council **resolved unanimously:**

- To thank Cllr Parnes for obtaining an extension to the deadline for a response
- To thank Cllr Lamb for all the work she had put into preparing the draft
- To inform our insurers Zurich to find out the position regarding costs that could be incurred and to accept their advice
- Providing Zurich are happy with the procedure, Cllr Lamb and the Clerk to work together on the final document
- The Locum Clerk to ensure the objection letter together with associated documents are sent to the Land Registry via Henmans/Freeths if the insurers are agreeable and, if not, the Locum Clerk to send these directly to the Land Registry

16/08/09 To consider quotation(s) to appoint a company to implement the Watermeadows Management Plan 2022

Proposed by Cllr Grant seconded by Cllr Spencer-Churchill:

That, being aware WTC endeavoured to obtain three quotes for Land Advisory Services for the Watermeadows management and only one was received, the Council accepts the quote of £3853 + VAT for one year from BBOWT Land Advice Services to work with the Council at the Watermeadows

Resolved: Agreed unanimously

There being no further business, the meeting closed at 7.25pm



Woodstock Town Council

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Telephone: 01993 811214

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th June 2022 at 6.30pm

Cllrs. present:

Elizabeth Poskitt (Mayor)
Jo Lamb (Deputy Mayor)
John Bleakley
Ann Grant
Jo Lamb
Meg Manson
Sharone Parnes

In Attendance:

Karen Crowhurst – Locum Clerk
Cherie Carruthers – Responsible Finance Officer
West Oxfordshire District Cllr. Cooper
28 members of the public

1/6/22 Apologies for Absence

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr Faulkner, Cllr Manby-Brown, Cllr M Parkinson, and Cllr U Parkinson.

2/6/22 Minutes of last meeting

To consider for approval, the minutes of the Annual Council meeting held on Tuesday 10th May 2022 (attached); and the Extraordinary meeting held on Thursday 19th May

Some amendments were made to the Annual Council meeting minutes and agreed upon. It was **resolved** to accept the minutes of the Annual Council as a true and accurate record of the meeting and for the Mayor to sign them. It was also **resolved** to accept the minutes of the Extraordinary Committee meeting held on 19th May.

3/6/22 Minutes of the Staffing Committee Meeting

To note the minutes and actions arising from the Staffing Committee Meeting held on 9th June 2022

Members of Woodstock Town Council noted the minutes of the Staffing Committee meeting.

4/6/22 Declarations of Interest

To receive any declarations of interest in items on the agenda in accordance with the Localism Act 2011 and the Council's Code of Conduct

Cllr Poskitt declared an interest about the Planning items on the agenda as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

Cllr Bailey declared an interest with regarding to the 63 New Road Planning application.

5/6/22 Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 mins per speaker with a maximum of 15 minutes in total being allocated. Although no prior notification is required, notification to the Town Clerk is welcomed

Various members of the public spoke.

Members of the public expressed strongly to the change of parking provision for Woodstock. Comments and concerns raised were;

- Woodstock being a nice place to live,
- The strength of feeling about the proposed parking charges,
- The need for tourists to be able to park and the need for more parking provision,
- The economic development of the town being impacted,
- Permits being granted to those who are eligible reducing the amount of parking and affecting householder families being able to visit their relatives,
- Some members of the public urged the Town Council not to support the changes which have now been recommended by County Council,
- The impact on local traders as permits and charges will reduce trade,
- Concerns about passing trade being affected,
- Members of the public also expressed overwhelming concerns and frustrations,
- The feeling that members of the public are not being listened to by the Town Council,
- Concerns around the County Council making the final decision without appearing to consider the views of the residents or the recent Poll,
- The loss of 12 parking spaces in the Hensington Road car park to provide electric vehicles charging points,
- The Town Council and District Council ignoring the outcome of the Poll which 14.8% of electors voted,
- The Poll being a democratic process which appears to have been ignored,
- The division caused by the new scheme and the strength of the division itself,
- The demand for the County Council to reconsider the decision made,
- The on costs of the scheme affecting the costs of Council Tax,
- Some proposed permit holders not wanting to have a permit for their household.

The Mayor motioned to move to item 14 on the agenda, all Members were in agreement.

6/6/22 Reports from Outside Bodies & Organisations – No written reports received.

7/6/22 County Councillor's Report

To receive the monthly Town report from Oxfordshire County Cllr Graham (attached)

The County Councillor sent his apologies. There was no report for noting.

8/6/22 District Councillor's Report

To receive the monthly report from West Oxfordshire District Cllrs Poskitt & Cooper (attached)

Members noted the report from District Cllrs Cooper and Poskitt.

The meeting moved to items 12 & 13 on the agenda.

Item 19 was discussed after items 12 & 13

9/6/22 Policies for adoption

a) Woodstock Town Council Standing Orders

A proposed amendment was received regarding attendance of Non-Voting Council Members remaining in meetings during confidential session.

After a short discussion It was **resolved** to adopt the existing Standing Orders and to allow amendments to be discussed as they arise to be included, subject to the decision of Council.

b) Woodstock Town Council Financial Regulations

It was **resolved** to adopt the Financial Regulations.

c) Woodstock Town Council Code of Conduct

It was **resolved** to adopt the current Code of Conduct.

d) Woodstock Town Council Risk assessment

This item was deferred.

e) To accept the GDPR Privacy Statement

It was **resolved** to accept the GDPR Privacy Statement and place it on the Council website.

f) To accept Data Access Statement

It was **resolved** to accept the Data Access Statement and place it on the Council website

g) To accept and adopt the GDPR Policy

It was **resolved** to accept and adopt the GDPR Policy and place it on the Council website.

h) To appoint the Clerk as the Data Controller

It was **resolved** to appoint the Clerk as the Data Controller.

- i) To approve Satswana as the Data Protection Officer - £150 per annum <https://www.satswana.com/Councils>

It was **resolved** to approve Satswana as the Data Protection Officer.

10/6/22 Orphaned Land at Barn Piece Estate - to receive an update and agree further actions regarding minute reference 13/19/21

It was **RESOLVED** that Council **AGREED** to

1. explore with Persimmon the possibility of Council acquiring the land behind the bus stop and the green land in Westland Way
2. investigate with Persimmon if there are other areas on the Barn Piece Estate which might similarly be unadopted other than by Persimmon still retaining freehold. If there are such pieces of land on a similar offer from Persimmon, Council reviews whether it should include these in the land acquisition process.
3. Discuss with WODC that, despite change of ownership, WODC would continue grass cutting this land on behalf of WTC.
4. Require a further report be brought to Council later.

This matter is still on-going.

11/6/22 Woodstock Water Meadows - To agree to appoint Berkshire, Buckinghamshire, and Oxford Wildlife Trust to re-survey Woodstock Water Meadows (Information, previously circulated to all Members)

Members **resolved** to appoint BBOWT to carry out a survey at Woodstock Water Meadows.

Items 12 & 13 were considered after items 14 & 8.

12/6/22 RFO Reports

- a) to consider the reports of the RFO (to follow)
Members noted the reports.
- b) To approve the schedule of payments from 1st April 2022
After a query regarding grant expenditure, it was **resolved** to accept and sign the schedule of payments.
- c) To approve bank reconciliations
Resolved to accept and sign the bank reconciliations.

13/6/22 Annual Return & Final Accounts 2021-2022 – final accounts documents and copy of annual report previously circulated

- a) Income and expenditure for the year – To approve end of year accounts

It was **resolved** to approve the end of year accounts.

- b) End of year Bank reconciliation(s)
It was **resolved** to accept and sign off the end of year bank reconciliations.
- c) Approve sections 1 – Annual Governance Statement
It was **resolved** to approve the Annual Governance Statement.
- d) Approve Section 2 – Accounting Statements

It was **resolved to approve the Accounting Statements.**

- e) To sign the Audit form for submission to External Auditors Subject to Internal Auditors approval by 1st July 2022
It was **resolved** for the Mayor and the Clerk to sign the audit forms.

14/6/22 Motions – To consider written motions raised by Council Members

I. Motion proposed by Cllr Grant Seconded by Cllr Parnes

Woodstock Town Council agrees that:

- a) The total cost of the recent Town Poll held on Thursday 18th June 2022 be paid
from the £7000 allocated parking fund by WODC to WTC in April 2021
- b) The Clerk/RFO arranges for this account/invoice to be raised by WODC for settlement at the earliest possible time.

An amendment was received from Cllr Bleakley regarding item the amendment proposed for the Poll to be paid for from the elections budget, as the poll was managed by the District Council as part of the democratic services provision.

A further amendment was also raised that the Clerk follows the process for raising invoices carried out and payment will be made upon receipt of the invoice.

Another additional amendment was to place the £7,000 in earmarked reserves for parking matters.

All amendments were seconded by Cllr Bailey.

The amendments were discussed in depth and were argued against. After a while and listening to points raised by the original motion and the amendments, as well as considering the advice of the Clerk and the Responsible Finance Officer who advised that any overspend could be made up by an underspend in another budget heading, as well as the Poll being a democratic process like a referendum, the meeting moved to a vote to consider the original motion. A named vote was requested by Cllr Grant.

For: Cllr Grant and Cllr Parnes.

Against: Cllr Bailey, Cllr Bleakley, Cllr Lamb, Cllr Manson, and Cllr Poskitt.

Therefore, the motion was not carried.

It was agreed to defer the reconsider a motion to offset the £7,000 grant for parking at a future meeting.

ii. Motions on Delegated Decision of Proposed Parking Scheme for Woodstock

Motions proposed by Sharone Parnes, Seconded by Cllr Nick Manby-Brown

As Councillor Manby-Brown was not in attendance, Cllr Grant seconded these motions.

- 1) Woodstock Town Council (WTC) objects to the Oxfordshire County Council (OCC) proposed, complete Parking Scheme for Woodstock.

Cllr Parnes spoke about motion 1. Cllr Parnes explained the reasons for raising the motion.

One Member proposed the motion be rejected, which was later withdrawn.

There much discussion and debate about this motion, especially as the Town Council had agreed the final response at the Extraordinary meeting held on 19th May 2022.

Various views were considered as Members views were varied. Cllr Grant reported about the actual percentile of the poll attendance and other voting figures and expressed that the poll cannot be ignored

During discussions, the Clerk advised going forward that given the gravity of this motion, these types of motions could be tabled as a one item agenda to allow more time for discussion and more time for public participation. The Clerk suggested a Cllr Surgery be held as it would provide the opportunity for residents to talk to Councillors face to face rather than social media.

After a while the meeting moved to a vote, a named vote was called.

For motion 1. Cllr Grant and Cllr Parnes

Against motion 1. Cllr Bleakley, Cllr Bailey, Cllr Lamb, Cllr Manson, and Cllr Poskitt.

Therefore, the motion was not carried.

- 2) WTC requests of OCC to review and to reconsider the delegated decision, of 26th May 2022, by the Cabinet Member for Highways (Cllr Andrew Gant); this request being due to the foreseeable daily impact on lives and livelihoods in the Town, rendering the determination worthy of full Cabinet decision rather than delegation to a single individual.

Cllr Parnes introduced motion 2 and spoke to the motion.

After a short while the meeting moved to a vote, a named vote was requested.

For motion 2. Cllr Grant and Cllr Parnes.

Against motion 2. Cllr Bleakley, Cllr Lamb, and Cllr Poskitt.

Abstentions of Motion 2. Cllr Bailey and Cllr Manson.

3) Woodstock Town Council is very disappointed with the OCC Cabinet Member for Highways' derogatory comment referring to the constituency of Woodstock as being "out in the backwoods". The Town Council requests of County Cllr Andrew Gant an explanation with public apology in relation to his wording, directed at one of Woodstock's District Councillors, while chairing the 26th May 2022 meeting (ref: 35:17 on the audio-video timeline of the County Council's online recording of the meeting, when Cllr Gant told Cllr Cooper: "just for the record, Julian, this Council now refers to the Chair rather than the Chairman but we'll let that one pass because you come from out in the backwoods.").

A named vote was requested. The outcome of which was:

For motion 3. Cllr Grant and Cllr Parnes

Against motion 3. Cllr Bleakley, Cllr Bailey, Cllr Lamb, Cllr Manson, and Cllr Poskitt.

Therefore, the motion was not carried.

15/6/22 To consider creating a Finance Committee

This item was deferred until a new permanent Clerk has been appointed.

16/6/22 To consider extending the Membership of the Staffing Committee and agree delegated authority

Members agreed to extend the Membership of the Staffing Committee by adding one additional Member. It was **resolved** for Cllr U Parkinson to be appointed to the Committee.

17/6/22 To agree the meeting schedule from July 2022 – May 2023

It was **resolved** to accept the meeting schedule as well as the addendum which assisted with the final dates.

<https://woodstock-tc.gov.uk/council-meetings-and-dates/>

18/6/22 Planning & Licensing

To consider response to the following applications: -

21/00189/FUL Land East of Hill Rise Woodstock

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).

Comments and observations

Woodstock Town Council would like to reiterate that the previous response made by the Council and do not consider the objections raised have been overcome.

https://publicaccess.westoxon.gov.uk/online-applications/files/A1807520575B530D76FF8FE34E108FAE/pdf/21_00189_FUL-PARISH_COUNCIL-1074555.pdf

21/00217/OUT Land North of Banbury Road Woodstock

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.

Comments and observations

Woodstock Town Council shares the same concerns raised by Thames Valley Police regarding this application. Woodstock Town Council would like to reiterate that the previous response made by the Council and do not consider the objections raised have been overcome.

https://publicaccess.westoxon.gov.uk/online-applications/files/0F0BB2BCB56CCB85441F643E802236D8/21_00217_OUT-TOWN_COUNCIL-1049796.docx

https://publicaccess.westoxon.gov.uk/online-applications/files/3073BA467C14673572D201853FA489B4/pdf/21_00217_OUT-THAMES_VALLEY_POLICE-1096597.pdf

22/01013/FUL The Crown Inn 31 High Street Woodstock

Installation of new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).

Comments and observations

Woodstock Town Council do not object to this application.

22/01014/LBC The Crown Inn 31 High Street Woodstock

Internal and external alterations to Install new awnings to High Street elevation and replacement of courtyard door and windows (Part retrospective).

Comments and observations

Woodstock Town Council raised no objections to this application.

22/01067/HHD 44 Brook Hill Woodstock Oxfordshire

Erection of single storey side extension and conversion of existing garage to create additional living space.

Comments and observations

Woodstock Town Council raised no objections to this application.

22/01238/HHD 63 New Road Woodstock Oxfordshire

New porch, window on front elevation replaced by French doors. Single storey rear extension. Hipped roof changed to gable end on side of house.

Comments and observations

Woodstock Town Council raised no objections to this application.

19/6/22 Reports from Committees and Working Parties

No reports were received.

20/6/22 Properties report – To receive a report from Cllr Ann Grant

Members noted the Properties Report, presented by Cllr Ann Grant.

21/6/22 Clarifications Regarding Woodstock Traffic Advisory Committee's Use of Town Council Coat of Arms and Letterhead – To receive a report from Cllr Parnes

The Mayor advised Cllr Parnes that in future the use of the Town Council Coat of Arms Letterhead will not be used for future agendas.

22/6/22 Exclusion of Press and Public

To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff.

It was **resolved** for the exclusion of press and public due to staffing matters needing to be discussed.

23/6/22 Staffing Matters

- a) Additional hours for the Locum Clerk and review of weekly attendance in the Town Council Offices

After a short discussion it was agreed to appoint the Locum Clerk an additional 5 hours per week and to be available in the office for one day a week.

- b) Appointment of Town Clerk – To receive recommendations from the Staffing Committee

Members noted the recommendation of the Staffing Committee to launch the application process later in the year.

- c) To appoint an RFO as advised by the Staffing Committee at the meeting held on the 9th of June

The Clerk advised Members about the appointment of an RFO who declined to accept the offer of employment. To meet section 151 of the Local Government Act 1972 and considering the recommendation contained within the Staffing Committee Minutes, it was **resolved** to appoint the Locum Clerk as the Temporary RFO on a short-term basis. It was further resolved to enable the Clerk/RFO to have access to the Unity Trust Current Account for the purpose of raising payments. Payments will still be authorised by signatory Members.

Cllr Parnes made a statement which was noted.

Close the meeting

There being no further business, the meeting closed at 8.36pm.

Signed:

Date:



Woodstock Town Council

The Town Hall, Woodstock, Oxon, OX20 1SL

Telephone 01993 811216

Website: www.woodstock-tc.gov.uk

Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in the Town Hall Woodstock on Friday 22nd July 2022 at 6.30pm

Cllrs present:

Elizabeth Poskitt (Mayor)

Jo Lamb (Deputy Mayor)

Ann Grant

Meg Manson

Ulli Parkinson

Sharone Parnes

In attendance: one member of the public

1/7/22 Apologies for absence Apologies were received from Cllrs Bailey, Bleakley, Manby-Brown, Mathew Parkinson, Spencer-Churchill

2/7/22 Minutes of the last meeting In view of this meeting being, in effect, an Extraordinary WTC meeting it was agreed unanimously that approval of the minutes of the WTC meeting on the 14th June should be deferred to a future monthly WTC meeting.

3/7/22 Declarations of Interests. Cllr Poskitt declared an interest in item 6 Planning & Licensing as she is a West Oxfordshire DC Cllr and Chair of Development Control and the Uplands Planning sub-committee.

4/7/22 Public Speaking and Question Time One resident spoke on behalf of a number of residents of Flemings Road and Plane Tree Way objecting to Planning Proposal 22/01768/FUL 1 Ryegrass Woodstock. The objections were that:

- although reduced in height from the original proposals, the buildings were still taller than those in the vicinity
- the balconies would be overlooking and unneighbourly
- there needed to be trees not just bushes to give some privacy to neighbours
- the buildings were right up to the pavement edge compared with the grassy surrounds of the present bungalows.
- Any development would need a carefully prepared construction traffic plan in view of the proximity to schools and parking in Flemings Road at the beginning and end of the school day.

5/7/22 Bridge at the Black Prince Cllr Manson had recently visited the site with an OCC officer to discuss details of the replacement for the bridge and steps to the Watermeadows from the A44. Following this meeting, she was now happy that the changes were acceptable. She proposed Council accepted OCC Plans. This proposal was seconded and unanimously approved.

6/7/22 Planning & Licensing

22/00858/FUL 14 Park Street Woodstock: No objection

22/00876/LBC 14 Park Street Woodstock: Council noted the objections of the conservation officer about the window replacements at the front of the building and agreed that WODC approval was dependent on resolution of the officer's concerns.

22/01446/FUL 34 Shipton Road Woodstock: WTC were agreed that whilst they felt the proposal was overdevelopment, they should not object as a very similar development had been approved for the neighbouring home.

WTC did suggest that as the front garden of 34 Shipton Road has been attractively developed (eg pond and other areas) to support a more varied biodiversity than the usual small suburban garden, an ecological assessment should be made of the site with the aim of ensuring that the process and final result of any development promotes rather than damages the biodiversity. This is particularly relevant as the reports on the proposal for the nearby Ryegrass site include comments about that site being a potential great crested newt habitat.

22/01554/LBC 17 Market Street and 22/01554/LBC Sales & Marketing Suite: Land east of Woodstock WTC did not object to these proposals but insisted that the temporary Sales & Marketing Suite is restricted to the proposed three years at a maximum and that it is used for the purpose described and none other.

22/01762/FUL Land east of Woodstock: Children's Nursery and associated works

Objection. Council commented that WTC responded to this application in May 2022. Since then, there have been only two further documents on the webpages: a response to OCC's earlier objections and a repeated objection by OCC's LLFA Engineer. In recognition that Woodstock's sewage system is already strained, WTC's consideration for approval requires the LLFA's objections and OCC's specific questions and points to be satisfactorily resolved.

When WTC last commented Council expressed concern about the lighting indicated for the site. There is no response to this concern on the website. WTC reiterated that the lighting around the site must be sensitively handled. Children, families and staff leaving in poor light or darkness at the end of a winter day do need good lighting to be able to depart safely. However, the proximity of the site to open fields, trees, hedgerows and grass verges also means that any such illumination MUST take account of the effect of inappropriate lighting on local biodiversity in the form of bats, barn owls and other nocturnal creatures.

22/01768/FUL 1 Ryegrass Woodstock

Council **objected** to this application on the grounds that:

- It is overdevelopment of the site
- The design and height of the buildings are not in keeping with surrounding buildings
- There is insufficient green space outside the buildings particularly as in some places the buildings come very close to the pavements. Residents have requested some trees rather than just bushes and flower pots so as to alleviate some of the effect of the buildings on nearby dwellings should the application be approved.
- Parking is insufficient as some of the dwellings are two bedded and residents may have two cars or may have visitors who would need to park off Flemings Road as the street is already potentially dangerous with many vehicles parked on both sides of the road and little space for other cars to get through at certain times of day particularly at school opening and closing times.

Council also stressed that if the plans are approved, **it is essential that a Construction Traffic Management Plan** is developed which recognises the specific problems with parked vehicles in the area in relation particularly in relation to delivering and collecting school children. Any Plan should ensure that construction vehicles and the cars of those working on the site park on the site and not on the street and that there is effective wheel washing processes for all vehicles leaving the site.

Trading consent for Alex Crepes – Crepe Van. Council had **no objection** to consent for this item.

7/7/22 To comment on street names in relation to SNN2022011 Woodstock.

There was no concern over the name Durstan Rise. Price Place was objected to by several Cllrs as there could be other interpretations of 'Price' in relation to a housing estate. Some thought Joyes Row was a bit of a 'mouthful'. After discussion it was agreed to recommend

that WODC choose another street name instead of Price Place and perhaps reconsider the name Joyes Row.

8/7/22 Closure of Meeting. The meeting closed at 7.31pm

Report of District Councillors for Bladon, Blenheim and Woodstock to Woodstock Town Council Tuesday September 13th 2022

‘Your Voice Counts’ consultation

Currently the District Council is updating both the Local Plan and the Council Plan. Council is keen to have the views of residents, businesses and other stakeholders in West Oxfordshire’s future. To help provide ideas and understanding of concerns, a public consultation is running from August 24th to September 21st. The consultation is accessible via yourvoicecounts.commonplace.is where there is a lot of information you can read to stimulate ideas and views before dealing with the consultation questions. Or you can send comments/views/ideas either by email to planning.consultation@westoxon.gov.uk or by post to:

Planning Policy Team,
West Oxfordshire District Council,
Elmfield, New Yatt Road
Witney OX28 1PB

Cllrs Lamb and Poskitt from WTC and the Clerk from Bladon PC attended the *Shaping the Future* meeting for Local Councillors in Carterton on September 5th. It was a stimulating meeting where Councillors met in small groups to give their ideas on topics such as tackling climate change, where and how the Council uses its finances, creating healthy happy communities, creating homes for local people etc. with officers and members of the Cabinet. Altogether many interesting points raised and the meeting forms a stimulating introduction to the revision of the Local Plan and creating a new Council Plan.

Communicating with residents

Another approach to linking up with residents is the Cabinet decision to travel round the District for Cabinet meetings. The first such meeting is in Charlbury in September. There will be a WODC Cabinet meeting in Woodstock, which all can attend and which will have some space for public speaking, on January 11th at 2pm in the Assembly Room of the Town Hall.

Cost of Living Support

Council Tax Rebate – discretionary scheme. Earlier in the year WODC put a scheme in place to support households which had been impacted by the costs of living but were not eligible for the government’s £150 Council Tax rebate. There is still some funding left and new criteria for eligibility to benefit from these funds are aimed at reaching those whom WODC thinks need the money most. The criteria are quite broad but do extend to Council Tax bands E to H in some cases: www.westoxon.gov.uk/council-tax--and-benefits/150-council-tax-rebate/ for further details. The application process is open from 15th August for six weeks.

Help if you are struggling with living costs. WODC has produced a useful leaflet available at www.westoxon.gov.uk/costoflivingsupport. Make sure you click on ‘OPEN ALL’, beneath Cllr Graham’s introduction to get the full details of the various organisations which may be able to offer help over some of the problems residents may encounter over running their lives and families in the near future.

Food Access *Good Food Oxford* is a network for a better food system in Oxford, with organisations working together for healthy, fairly produced, sustainable and tasty food. It has developed a food map indicating the sites and details about where residents can access local food support services. Look up goodfoodoxford.org/foodmap and click on the highlighted sites to find out details of nearby sites. Some the details seem to relate to the pandemic period rather than the present situation but using the phone numbers and contacts for the highlighted sites should resolve uncertainties.

Rising cost of living in West Oxfordshire. This virtual meeting will take place on Zoom on Monday 12th September between 1.30pm and 3pm. It plans to discuss what communities and individual can do to help those particularly affected – and also help themselves – cope with the rising cost of living. The meeting is set up by West Oxfordshire Volunteer and Community Sector development group and is co-hosted by Citizens Advice West Oxfordshire and Witney and West Oxfordshire Foodbank. Intended attendees include volunteer sector groups, clubs, community action groups, charities etc..

Zoom Meeting ID: 880 0547 8058

Passcode : 076248

Census 2021 results

Some initial results from the 2021 Census have been issued. The population of Oxfordshire grew by an average of 10.9% in the ten years between 2011 and 2021 with West Oxfordshire increasing by 9.0% from 104,800 in 2011 to 114,200 in 2021. Even so, West Oxfordshire remains the second least densely populated of the South East's 64 local authority areas and the smallest in resident numbers of the five 'Districts' in Oxfordshire. The number of households in Oxfordshire has increased in each district with the exception of Oxford City which has seen a small decline. Further results from the 2021 Census will be released in October.

WODC Cllrs Julian Cooper and Elizabeth Poskitt



Equalities Policy

1. WOODSTOCK TOWN COUNCIL'S COMMITMENT

The Town Council recognises and acknowledges that levels of discrimination and inequality continue to exist in society. In seeking to redress these inequalities, the Town Council is committed to civil liberties and human rights.

The Council welcomes and celebrates diversity, accepting that the majority view is not always right and will strive to build equality of opportunity into the work of the Council.

The Council will develop a shared understanding of the essence of equality, which is to value and treat all human beings humanely, with respect and dignity.

The Council is committed to ensuring that all service users have equal and independent access to Council services and to creating an environment that is accessible to all.

The Council will encourage user groups and local residents to participate in the development and shaping of services.

The Council, through its policies, services, employment contracting and funding practices will ensure that no service user, employee or job applicant will receive less favourable treatment on the grounds of age, colour, impairment, marital status, lifestyle, culture, nationality, gender or sexuality, or on the grounds of economic or social status, or is disadvantaged by condition or requirements which cannot be shown as justifiable.

The Council will take all possible steps to eliminate any unfair and unlawful discrimination and take positive action to redress and remedy the effects of past discrimination on these groups and individuals.

2. STRATEGIC APPROACH AND PRINCIPLES

The aim of the Council is for the ethos of equalities to be integrated into mainstream policy development and service delivery.

The Council has legal and moral obligations specified in Equal Opportunities legislation in the Equal Opportunities Act 2010, Sexual Discrimination Acts, the 1970 Equal Pay Act, the Race Relations Acts of 1976 and 2000, Disability Discrimination Act 1995, Equality Act 2010 and Public Sector Equality Duty.

Equality is inseparable from quality service provision. It represents good management practice.

The Council recognises that diverse groups and individuals within the community have a right to have their specific needs recognised and addressed with the resources available.

The Council expects each individual employee to promote the spirit of its Equality. Each employee has a duty, both morally and legally, not to discriminate against other employees.

3. PRINCIPLES

Equality principles and practices are integral to policy development, decision-making and resource allocation.

Celebrating diversity by responding to the specific needs of diverse groups and individuals is a key element in the provision of quality services.

The Council recognises that disability is caused by a failure of society to meet the needs of disabled people.

The Council pledges to:

- Encourage mutual respect for all of our residents
- Recognise and work with every diverse group
- Give high quality inclusive services and facilities
- Make sure our employment policies and practices are fair
- Challenge harassment and discrimination

It is unlawful to discriminate against an individual on the following grounds:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion and belief
- Sex
- Sexual orientation

Under the Equality Act 2010 these are known as 'protected characteristics'.

4. EQUALITIES OBJECTIVES

The Town Council's overall objectives will be to:

- Ensure employment policies and practices are fair and equitable
- Ensure equitable access to the Town Council
- Develop and support an effective consultation and participation process to enable groups at risk of discrimination and disadvantage to influence the Council's policies and practices
- Integrate equalities into mainstream policy, planning and service delivery and monitor and evaluate progress

5. EMPLOYMENT POLICY

The Town Council is committed to ensuring that:

- Job applicants or existing employees will receive no less favourable treatment on grounds of age, colour, impairment, marital status, nationality, lifestyle and culture, race, religion, gender or sexuality or be disadvantaged by conditions or requirements which cannot be shown to be justifiable
- All posts will be advertised and applications will be welcomed from under-represented groups
- All individuals will be selected, promoted and treated on the basis of their ability
- Employees will be protected from harassment and the Council will provide an effective response to deal with perpetrators and support for complainants
- Recruitment and selection will be carried out based on equalities principles
- It develops employment practices which reflect the responsibilities of parents and carers

6. SERVICE USERS ACCESS TO THE COUNCIL

The Council is committed to ensuring that all service users have equal and independent access to Council services and to creating an environment which is accessible to all. The Council will:

- Collaborate closely with user groups and endeavour to eliminate policies and practices which inhibit equal access to Council services
- Whenever practical, monitor the use of services to identify the reasons for the lack of use and to take action to remedy the situation within the resources available
- Ensure that Town Council buildings are accessible and seek effective solutions to the improvements of access in existing buildings working in partnership with service users
- Ensure that its publications are non-discriminatory and present a positive image for all sections of the community, welcoming and encouraging diversity

7. CONSULTATION AND PARTICIPATION

The Council will encourage and support equality interest groups to express their views as service users on ways in which services can be adapted to meet specific needs.

8. INTEGRATING EQUALITY INTO POLICY AND SERVICE DELIVERY

The Town Council will aim to produce a culture which enables equality to be put into action. The achievement of equality objectives will be integral to the plans of the Town Council

Policy considered on 13th September 2022

Adopted on DD/MM/YY



MEMBER AND OFFICER PROTOCOL

1 UNDERLYING PRINCIPLES

- 1.1 Councillors and Employees are bound by their respective Codes of Conduct which seek to promote the highest ethical standards. This Protocol supports those Codes and is intended to promote mutual respect between Councillors and Employees with regard to their respective roles as set out and in the Council's constitution.

2 THE ROLE OF COUNCILLORS

- 2.1 To promote the social, economic and environmental well-being of the community.
- 2.2 Collectively be the ultimate policy-makers and decision-makers and carry out a number of strategic and corporate functions.
- 2.3 Represent their communities and bring their views into the Council's decision-making process, i.e. becomes the advocate of and for their communities.
- 2.4 Deal with the individual casework and act as an advocate for constituents in resolving particular concerns or grievances.
- 2.5 Balance different interests identified within the Town and represent the Town as a whole.
- 2.6 Be involved in decision-making.
- 2.7 Be available to represent the Council on other bodies.
- 2.8 To promote the highest standards of conduct and ethics.
- 2.9 To act collectively to ensure good employment practice.
- 2.10 To act in a specific capacity listed below where appointed so to do by the Council in accordance with the Constitution.
- Mayor of the Council
 - Deputy Mayor
 - Chairman of Finance and Assets Committee
 - Chairman of Staffing Committee
 - Council Member
 - Representing the Council on outside bodies

3 THE ROLE OF COUNCIL EMPLOYEES

- 3.1 To advise and implement the policies set and the decisions made by Councillors.
- 3.2 To provide professional and technical advice to Members.
- 3.3 To carry out those functions delegated to Officers.

- 3.4 To represent the Council on outside bodies, where appropriate.
- 3.5 To carry out their duties as laid down in their job description.

4 THE RELATIONSHIP BETWEEN COUNCILLORS AND EMPLOYEES

- 4.1 The relationship between Councillors and Employees should be characterised by mutual respect and development of good working relationships which is essential to good local government.
- 4.2 Close personal familiarity between individual Councillors and Employees can damage professional relationships and prove embarrassing to other Councillors and Employees. Situations should be avoided that could give rise to suspicion and any appearances of improper conduct. This includes excessive socialising between Councillors and Employees.
- 4.3 Whilst it is recognised that, in some circumstances, a close personal relationship will develop between Council Members and Employees, both the Councillor and the Employee must disclose that relationship to the Town Clerk. The Councillor must also disclose that relationship to either the Town Clerk or the Mayor
- 4.4 Where a situation arises as in 4.3 and such a relationship is considered to be capable of causing a conflict of interest, then the Town Clerk will decide what appropriate action to take.
- 4.5 At all times the Councillor and Employee will ensure, as far as possible, that there is no conflict of interest between them.
- 4.6 Any dealing between Councillors and Employees should be conducted with courtesy and respect and neither party should seek to take unfair advantage of their position.
- 4.7 The Council has statutory duties with regard to equality issues to positively promote equality. Councillors and Employees shall not by their behaviour or speech be discriminatory with regard to a person's ethnicity, gender, disability religious or sexual orientation. Such principles shall apply to the implementation of all personnel policies, recruitment and promotion as they apply to day-to-day operations.
- 4.8 Councillors should not raise matters relating to the conduct or capability of Council Employees either individually or collectively at meetings held in public or in the Press. Employees have no means of responding to criticism like this in public. (If a Councillor feels they have not been treated with proper respect, courtesy or have any concern about the conduct or capability of an Employee they should raise the matter with the Town Clerk or the Chairman, if they fail to resolve it through direct discussion with the Employee.)
- 4.9 Councillors should not require the Employee to change their professional advice nor take any action which the Employee considers unlawful or illegal or which would amount to maladministration or breach of a statutory Code of Conduct.

- 4.10 Councillors should consult with the Town Clerk about legality, maladministration, financial impropriety and probity or where they have any doubts as to whether the particular decisions were, or are likely to be, contrary to the policy framework or budget.
- 4.11 In seeking advice and support, Councillors should have due regard to the seniority of the Employee with whom they are dealing and the fact that Employees owe duties to the Council and not to any individual Councillor. For this reason, Councillors **should not** give direct instructions to Employees unless authorised so to do by the Town Council. If so authorised, instructions shall be given to the Town Clerk rather than a more junior Employee.
- 4.12 Any Councillor shall not question the Employee in such a manner whereby the nature and frequency of the questions or tone or language used could be considered by a reasonable person to be harassment, discriminatory or otherwise unacceptable, nor deal with matters which are of a possible disciplinary/capability nature.
- 4.13 The Councillor shall, at all times, respect the political impartiality of the employee and must not expect employees to give a political view.

5 TOWN COUNCILLORS IN THEIR COMMUNITY ROLE

- 5.1 When acting in their Town Councillor role, Councillors:
- Need to be mindful of their competing roles, i.e. acting for the Council and acting for constituents, and the possible conflicts of interest that can arise and the pressure this can bring on Officer time.
 - Recognise the Employee's right to suggest that senior Employees, the Council or a Committee should authorise additional work requested by individual Councillors.

6 MEMBERS' ACCESS TO DOCUMENTS AND INFORMATION

- 6.1 Councillors are free to approach the Town Clerk or Employee to provide them with such information, explanation and advice (about the Town Council's functions) as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information, to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Town Clerk. Councillors should not, however, put undue pressure on Employees to release information and documents to which they are not entitled to have access.
- 6.2 Councillors have a statutory right under the Local Government Act 1972 to inspect any Council document which has been laid before the Council and contains material relating to any business which is to be transacted at a Council, Committee or Sub-Committee meeting. This right applies irrespective of whether the Councillor is a member of the Committee or Sub-Committee concerned and extends not only to reports which are submitted to the meeting, but also to any relevant background papers. There is, therefore, a presumption in favour of Councillors having the right to inspect and have access to all relevant material. The presumption may be rebutted in circumstances where a report contains confidential personal information (for example about Employees or other persons) or is an exempt report and the

Town Clerk has advised that the content of the report is of such a nature that a Councillor's request for access is declined and reasons for that decision provided to the Councillor.

- 6.3 The common law right of Councillors is much broader and is based on the principle that any Councillor has a prima facie right to inspect Council documents so far as his/her access to the documents is reasonably necessary to enable the Councillor properly to perform his/her duties as a Member of the Council. This principle is commonly referred to as the "need to know" principle.
- 6.4 The exercise of this common law right depends, therefore, upon the Councillor's ability to demonstrate that he/she has the necessary "need to know". In this respect a Councillor has no right to "a roving commission" to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". The Town Clerk is the officer responsible for determining these questions.
- 6.5 In some circumstances (e.g. a Councillor wishing to inspect documents relating to the functions of the Committee or Sub-Committee on which they are a member) a Councillor's "need to know" will normally be presumed. In other circumstances (e.g. a Councillor wishing to inspect documents which contain personal information about third parties) a Councillor would be expected to justify the request in writing in specific terms.
- 6.6 Finally, any Council information provided to a Councillor must only be used by the Councillor for the purpose for which it was provided i.e. in connection with the proper performance of the Councillor's duties as a Member of the Council.

7 PRESS RELEASES AND CORRESPONDENCE (INCLUDING E-MAILS)

- 7.1 Press releases must operate within the limits of the Local Government Act 1986 which prohibits the Council from publishing material which appears to be designed to affect public support for a political party.
- 7.2 All correspondence written on behalf of the Council must be written on the relevant headed paper.
- 7.3 When Councillors are writing they must make it clear they are writing as a Member of the Town Council and not on behalf of the Town Council.
- 7.4 All correspondence should be open to the inspection of the public once it has been laid before the Council and in accordance with the Council's adopted policies. This does not apply to correspondence written in connection with legal proceedings, contractual matters or any other matter where papers can remain "exempt" within the meaning of Schedule 12A to the Local Government Act 1972, as amended or if it is in conflict with the data protection legislation.

8 COMPLAINTS AND MONITORING OF THE PROTOCOL

- 8.1 If a Councillor believes that he/she had not been treated with proper courtesy, that there has been any other breach of the Protocol by an employee, or has a concern about the conduct or capability of an employee, he/she should raise the matter with the Town Clerk. If he/she is not satisfied with the action that has been taken in response to this, he/she may raise the matter with the Mayor who will look into the

matter afresh. The procedure to be followed is contained in separate Policy / Procedure Documents.

- 8.2 If an employee feels that he/she has not been treated with respect or is concerned about any action or statement relating to him/herself or a colleague by a Councillor, or conduct of a Councillor, he/she should raise the matter with the Town Clerk. The Town Clerk will seek to resolve it to the employee's satisfaction and where appropriate, will discuss the matter with the Mayor. If there is a serious case to answer, the Town Clerk, with the agreement of the Mayor, will refer the matter to the Council's Staffing Committee.
- 8.3 The Town Council will review the content and operation of this Protocol from time to time. Any suggestions from Councillors or Employees for revisions and refinements should be passed to the Town Clerk who will bring them forward to the Town Council at the appropriate time.

Policy considered at the meeting of the meeting held on 13th September 2022

Policy adopted on DD/MM/YY

Agenda Item Tuesday 13th September Re: Finance Committee

Correction to revoking of Standing Orders meeting of Tuesday 9th August 2022

To receive a report from Cllr Grant

Agenda item

10. To consider creating a Finance Committee 5 Members

Although there was some strong opposition to this being on the Agenda as it had been discussed at the meeting of 14th June 2022 with the action being:-

Tuesday 14th June 2022 Minute

16/6/22 To consider creating a Finance Committee

- Item deferred until a permanent Clerk has been appointed

The Clerk informed the council as it was not minuted as a resolution the minute could be overthrown without adhering to Standing Order ruling on decisions not returning within 6 months

However this is not the case as the council had accepted the Minutes of 14th June 2022 as an accurate account of the meeting.

Having checked back over previous minutes the same type of record had been used and implemented.

Once signed by the Mayor/Chair minutes becoming legal evidence.

The legal record

Minutes of meetings are, in law, evidence of decisions taken so if your minutes reflect an agreement or decision and you have accepted those minutes as accurate, then the decision is as stated regardless of whether there was an actual vote or not.

Some councils are very formal and insist upon a motion, proposer, seconder, formal vote etc. and most standing orders reflect this. Smaller councils tend to be less formal (although not always) and will record a decision just based on apparent consensus of those attending and some will follow a process which is somewhere between the two.

The formal route is very clear and the informal route less so but it is the acceptance of the result in the minutes that confirms or otherwise the decision taken.

If your minutes reflect a decision, anything other than following that course of action amounts to a change would need to be similarly agreed either as a rescission of a resolution (if within six months of the original) or at the very least a further debate and agreement on the way forward if outside of the six months.”

Conclusion the Council revoked the 6 month rule of non reversal before 6 months (SO 7 Previous Resolutions) of the minuted decision, in the **Legal record** of Tuesday 14th June 2022 therefore the Finance Committee was wrongly agreed as it was repeated on the Agenda within 2 months and now cannot be discussed until March 2023

Motion proposed by Cllr Grant Seconded by Cllr Spencer-Churchill

Due to the error according to Standing Orders 7 changing within 6 months of the original agreement minute 14/06/22 of agreeing to forming a Finance Committee., the Council agrees to rectify this error under Standing Order 4xii The Council may dissolve a Committee and Sub Committee at anytime and that the agreed committee shall be dissolved from immediate effect and reconsidered as per the original decision **Item deferred until a permanent Clerk has been appointed**

Cherie Carruthers
RFO
Woodstock Town Council
Council Offices
Town Hall
Woodstock
Oxfordshire
OX20 1SL

15-Aug-22

Provision of Internal Audit Services

Dear Cherie

I am writing to advise you that, regretfully, we will be unable to continue to provide Internal Audit services to your Council.

You may be aware that we have recently lost staff who have taken up significantly higher paid opportunities elsewhere. We have tried to recruit replacement staff but, unfortunately, we have not been able to find suitable candidates. This is due to a variety of factors, including the skillset we need, the preference for many candidates to work from home, and the much higher salaries being offered in the market. It appears unlikely that these circumstances will change in the foreseeable future.

This is obviously a very difficult, and frustrating, decision.

I understand that this may well cause problems for you and I am writing to you now so that you have as much time as possible to put in place alternative arrangements. If you need any help in this process please let me know.

Yours sincerely



Kevin Rose ACMA
Director

Item 9a

Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Woodstock Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

-

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,
admin@saaa.co.uk

www.saaa.co.uk • SAAA Ltd, 77 Mansell Street, London E1 8AN

This email is for the sole use of the intended recipient and may contain privileged and/or confidential information. If you receive this in error, please notify the sender immediately and do not use, rely upon, copy, forward or disclose its content to any other party.

**Bank Reconciliation Statement as at 31/08/2022
for Cashbook 3 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/07/2022	1	105,518.62
			<hr/> 105,518.62
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			105,518.62
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			105,518.62
		Balance per Cash Book is :-	105,518.62
		Difference is :-	0.00

Time: 10:37

Bank Reconciliation up to 31/08/2022 for Cashbook No 3 - Unity Trust Bank

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/08/2022	DD	22.00		22.00		R <input type="checkbox"/>	WODC
01/08/2022	DD	58.00		58.00		R <input type="checkbox"/>	WODC
01/08/2022	DD	147.00		147.00		R <input type="checkbox"/>	WODC
01/08/2022			350.00	350.00		R <input type="checkbox"/>	Receipt(s) Banked
01/08/2022			300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
02/08/2022	DD	991.12		991.12		R <input type="checkbox"/>	BT
02/08/2022			72.96	72.96		R <input type="checkbox"/>	Receipt(s) Banked
03/08/2022			40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
04/08/2022	BACS	20.00		20.00		R <input type="checkbox"/>	WODC
04/08/2022	BACS	592.06		592.06		R <input type="checkbox"/>	Barlow & Sons (Hermitage) Ltd
04/08/2022	BACS	80.04		80.04		R <input type="checkbox"/>	WODC
04/08/2022	BACS	79.08		79.08		R <input type="checkbox"/>	WODC
04/08/2022	BACS	245.38		245.38		R <input type="checkbox"/>	Chubb Fire & Security Ltd
04/08/2022			592.06	592.06		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2022	BACS	424.39		424.39		R <input type="checkbox"/>	Kent County Council
08/08/2022	DD	863.00		863.00		R <input type="checkbox"/>	WODC
10/08/2022	BACS	614.40		614.40		R <input type="checkbox"/>	Freeths LLP
10/08/2022			6,534.12	6,534.12		R <input type="checkbox"/>	Receipt(s) Banked
10/08/2022			7,710.00	7,710.00		R <input type="checkbox"/>	Receipt(s) Banked
11/08/2022			140.00	140.00		R <input type="checkbox"/>	Receipt(s) Banked
12/08/2022	BACS	150.00		150.00		R <input type="checkbox"/>	J Tansley Thomas
12/08/2022	BACS	70.09		70.09		R <input type="checkbox"/>	Seldram Supplies
12/08/2022	BACS	999.60		999.60		R <input type="checkbox"/>	Rialtas
12/08/2022	BACS	16.20		16.20		R <input type="checkbox"/>	Oxon Fastening Systems Ltd
12/08/2022	BACS	504.00		504.00		R <input type="checkbox"/>	Oxford Direct Services
12/08/2022	BACS	749.10		749.10		R <input type="checkbox"/>	N R Prickett
12/08/2022	BACS	80.06		80.06		R <input type="checkbox"/>	Kent County Council
12/08/2022	BACS	122.54		122.54		R <input type="checkbox"/>	Kent County Council
12/08/2022	BACS	118.61		118.61		R <input type="checkbox"/>	Kent County Council
12/08/2022	BACS	592.06		592.06		R <input type="checkbox"/>	Barlow & Sons (Hermitage) Ltd
12/08/2022	BACS	12.54		12.54		R <input type="checkbox"/>	Oxon Fastening Systems Ltd
12/08/2022			592.06	592.06		R <input type="checkbox"/>	Receipt(s) Banked
15/08/2022	DD	154.28		154.28		R <input type="checkbox"/>	Peninsula Business Services
15/08/2022	Inv 3666		12.00	12.00		R <input type="checkbox"/>	Receipt(s) Banked
15/08/2022			300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
17/08/2022	BACS	705.00		705.00		R <input type="checkbox"/>	Wychwood Forest Trust
17/08/2022	BACS	100.00		100.00		R <input type="checkbox"/>	P Pinto
17/08/2022	EP1	5,548.94		5,548.94		R <input type="checkbox"/>	LGRC Associates Ltd
17/08/2022	EP2	154.28		154.28		R <input type="checkbox"/>	Peninsula Business Serv
17/08/2022			300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
18/08/2022	001	1,028.63		1,028.63		R <input type="checkbox"/>	Christine Inker
18/08/2022	001	490.44		490.44		R <input type="checkbox"/>	Ian Watkins
18/08/2022	002	510.46		510.46		R <input type="checkbox"/>	Rachel Peters
19/08/2022	003	238.80		238.80		R <input type="checkbox"/>	Thames Valley Copiers
19/08/2022	004	169.76		169.76		R <input type="checkbox"/>	HMRC PAYE

Time: 10:37

Bank Reconciliation up to 31/08/2022 for Cashbook No 3 - Unity Trust Bank

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
19/08/2022	005	344.16		344.16		R <input type="checkbox"/>	OCC Pension Fund
24/08/2022			890.00	890.00		R <input type="checkbox"/>	Receipt(s) Banked
24/08/2022			784.00	784.00		R <input type="checkbox"/>	Receipt(s) Banked
24/08/2022			294.00	294.00		R <input type="checkbox"/>	Receipt(s) Banked
25/08/2022	001	88.68		88.68		R <input type="checkbox"/>	Seldram Supplies
25/08/2022	002	314.83		314.83		R <input type="checkbox"/>	Microshade Business Consultant
25/08/2022	003	72.07		72.07		R <input type="checkbox"/>	Eden Springs UK Ltd
25/08/2022	004	360.00		360.00		R <input type="checkbox"/>	Toplevel Tree Services
25/08/2022	005	592.06		592.06		R <input type="checkbox"/>	Barlows Wood Yard
25/08/2022	JO001	39.66		39.66		R <input type="checkbox"/>	Jo Lamb
25/08/2022	Jo002	0.33		0.33		R <input type="checkbox"/>	Jo Lamb
25/08/2022			516.64	516.64		R <input type="checkbox"/>	Receipt(s) Banked
30/08/2022			300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>18,463.65</u>	<u>19,727.84</u>				

Detailed Income & Expenditure by Budget Heading 01/08/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>101</u> <u>General & Administration</u>						
1200 Interest Received	146	100	(46)			
1275 Precept Received	74,537	149,073	74,537			
1503 Miscellaneous income	4,930	0	(4,930)			
General & Administration :- Income	79,612	149,173	69,561			0
4000 Staff Costs	13,420	46,000	32,580		32,580	
4001 Pension Costs	344	9,982	9,638		9,638	
4004 Locum Staff	18,700	0	(18,700)		(18,700)	
4007 Travel (Clerk & Councillors)	0	100	100		100	
4008 Training	400	1,800	1,400		1,400	
4020 Telephone	1,525	1,600	75		75	
4021 Postage	0	400	400		400	
4022 Office equipment + Stationery	1,666	2,000	334		334	
4025 Insurance	0	2,600	2,600		2,600	
4026 Memberships / Subscriptions	831	1,200	369		369	
4027 Misc Expenditure	392	0	(392)		(392)	
4030 Staff recruitment	100	500	400		400	
4031 Staff Advertising	0	500	500		500	
4056 Legal Fees	30	4,000	3,970		3,970	
4057 Audit	(499)	1,200	1,699		1,699	
4059 Bank Charges	82	150	68		68	
4060 Civic	0	1,000	1,000		1,000	
4061 Elections	0	500	500		500	
4062 PWLB Loan Interest	407	875	468		468	
4063 Public Works Loan Repayt	2,086	4,110	2,024		2,024	
4065 Licence for Marriage	0	750	750		750	
4070 Computer System/IT Support	3,282	8,000	4,718		4,718	
4077 HR Consultants	797	3,000	2,203		2,203	
4210 Operating Costs	364	0	(364)		(364)	
4211 Insurance and Rates	6,988	0	(6,988)		(6,988)	
4496 Communications	732	1,000	268		268	
General & Administration :- Indirect Expenditure	51,644	91,267	39,623	0	39,623	0
Net Income over Expenditure	27,968	57,906	29,938			
<u>120</u> <u>Donations and Grants</u>						
4500 Grant-Sustainable Woodstock	300	0	(300)		(300)	
4501 Grant-Old Woodstock Mock Mayor	300	0	(300)		(300)	
4502 Grant-Ladies Circle	700	0	(700)		(700)	
4503 Grant-Citizens Advice	200	0	(200)		(200)	

Detailed Income & Expenditure by Budget Heading 01/08/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4511 Grant-Scout/Guide Hut	500	0	(500)		(500)	
4526 Grant-Woodstock Town FC	300	0	(300)		(300)	
4537 Volunteer Link-Up	200	0	(200)		(200)	
4541 Grants/Donations	0	3,000	3,000		3,000	
Donations and Grants :- Indirect Expenditure	2,500	3,000	500	0	500	0
Net Expenditure	(2,500)	(3,000)	(500)			
<u>201 Environment</u>						
1151 Cemetery Income	3,445	6,000	2,555			
1160 WB & T Club Rent	0	1,900	1,900			
Environment :- Income	3,445	7,900	4,455			0
4000 Staff Costs	786	3,000	2,214		2,214	
4210 Operating Costs	40	0	(40)		(40)	
4400 Hensington Rd Cemetery	727	3,000	2,273		2,273	
4401 Lawn Cemetery	965	5,000	4,035		4,035	
4402 Churchyard	2,098	1,200	(898)		(898)	
4403 Lawn Cemetery - Extension	0	2,000	2,000		2,000	
4409 Old Wdstk Twn FC Grass Cut	0	750	750		750	
4410 Recreation Ground-New Road	418	3,500	3,082		3,082	
4411 Recreation Ground-OW	418	2,500	2,082		2,082	
4412 Recreation Ground-Budds Close	429	3,000	2,571		2,571	
4415 Playground Inspections (WODC)	7,061	0	(7,061)		(7,061)	
4420 Watermeadows Maintenance	1,904	15,500	13,596		13,596	
4427 OWL Maintenance	0	1,000	1,000		1,000	
4442 Bus Shelters	0	200	200		200	
4445 War Memorial	0	1,000	1,000		1,000	
4455 Allotments	(117)	0	117		117	
4460 Waste collection	1,725	1,400	(325)		(325)	
4470 ROSPA report	948	5,000	4,052		4,052	
4471 Weed Clearance	241	1,275	1,034		1,034	
4472 Winter Maintenance	0	200	200		200	
4473 Green Spaces Grant Expenditure	0	2,645	2,645		2,645	
4475 Tree Works	0	6,000	6,000		6,000	
4480 Christmas Lights	3,750	10,300	6,550		6,550	
4485 Town in Bloom	946	2,500	1,554		1,554	
4487 Church Clock	0	250	250		250	
Environment :- Indirect Expenditure	22,338	71,220	48,882	0	48,882	0
Net Income over Expenditure	(18,893)	(63,320)	(44,427)			

Detailed Income & Expenditure by Budget Heading 01/08/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
301 Town Hall						
1005 Daily/Commercial Lettings	46	6,000	5,954			
1010 Rent 24 Market Place	17,844	10,846	(6,998)			
Town Hall :- Income	17,890	16,846	(1,044)			0
4000 Staff Costs	945	11,000	10,055		10,055	
4001 Pension Costs	0	2,100	2,100		2,100	
4200 Routine Maintenance	1,013	4,000	2,987		2,987	
4202 Gutter Maintenance	0	300	300		300	
4203 Alarm (Fire,Security BT)	586	1,000	414		414	
4210 Operating Costs	3,172	7,300	4,128		4,128	
4211 Insurance and Rates	3,450	13,200	9,750		9,750	
4220 Caretakers' Telephone	0	75	75		75	
4275 Wedding Costs	100	0	(100)		(100)	
Town Hall :- Indirect Expenditure	9,266	38,975	29,709	0	29,709	0
Net Income over Expenditure	8,624	(22,129)	(30,753)			
305 Community Centre						
1005 Daily/Commercial Lettings	7,907	7,000	(907)			
1050 Commercial Office Rents	1,036	21,130	20,094			
1051 CC Service Charges	0	1,900	1,900			
1052 CC Office Insurance	0	226	226			
Community Centre :- Income	8,943	30,256	21,314			0
4000 Staff Costs	1,107	12,000	10,893		10,893	
4001 Pension Costs	0	2,200	2,200		2,200	
4200 Routine Maintenance	18	5,000	4,982		4,982	
4203 Alarm (Fire,Security BT)	0	1,000	1,000		1,000	
4210 Operating Costs	3,435	4,000	565		565	
4211 Insurance and Rates	590	4,000	3,410		3,410	
4220 Caretakers' Telephone	0	75	75		75	
4256 Fees Commercial Lease	0	3,000	3,000		3,000	
Community Centre :- Indirect Expenditure	5,150	31,275	26,125	0	26,125	0
Net Income over Expenditure	3,792	(1,019)	(4,811)			
310 Corporate Property						
1100 Rent 2 Market Street	11,008	24,752	13,744			
1105 Rent 4 Market Street	340	17,328	16,988			
1110 Rent 2 Park Street	(5,592)	21,574	27,166			
1115 Rent 4 Park Street	2,700	15,000	12,300			

Detailed Income & Expenditure by Budget Heading 01/08/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1120 Rent 6 Park Street	(1,400)	14,136	15,536			
1125 Rent 8 Park Street	1,100	12,000	10,900			
1135 La Galleria: Cobbles	0	750	750			
Corporate Property :- Income	8,157	105,540	97,383			0
4300 Insurance 2 Market Street	0	153	153		153	
4301 Maintenance 2 Market Street	415	0	(415)		(415)	
4305 Insurance 4 Market Street	0	153	153		153	
4306 Maintenance 4 Market Street	649	0	(649)		(649)	
4310 Insurance 2 Park Street	0	574	574		574	
4312 Fees 2 Park Street	614	0	(614)		(614)	
4315 Insurance 4 Park Street	0	225	225		225	
4320 Insurance 6 Park Street	0	135	135		135	
4325 Insurance 8 Park Street	0	192	192		192	
4326 Maintenance 8 Park Street	361	0	(361)		(361)	
4334 Provision for Zero Tenancy	0	1,300	1,300		1,300	
4335 24 Market Place insurance	0	46	46		46	
4342 Unspecified Property Repairs	0	4,000	4,000		4,000	
4343 Unspecified Lease Fees	1,000	4,000	3,000		3,000	
4344 Breckon & Breckon CP Mgt	1,507	17,000	15,493		15,493	
4346 CP Fixed wiring checks	0	900	900		900	
Corporate Property :- Indirect Expenditure	4,546	28,678	24,132	0	24,132	0
Net Income over Expenditure	3,611	76,862	73,251			
401 Weddings						
1000 Wedding Income	13,260	7,200	(6,060)			
Weddings :- Income	13,260	7,200	(6,060)			0
4000 Staff Costs	300	1,000	700		700	
Weddings :- Indirect Expenditure	300	1,000	700	0	700	0
Net Income over Expenditure	12,960	6,200	(6,760)			
601 Capital Projects						
4942 2 Park Street - Exterior paint	0	4,000	4,000		4,000	
4950 Community Centre Refurbishment	993	0	(993)		(993)	
4973 Town Hall - External Decoratio	0	9,000	9,000		9,000	
4974 Town Hall - Internal Decoratio	0	22,000	22,000		22,000	
4978 20 mph Scheme	0	10,000	10,000		10,000	
4990 Queens Jubilee	2,736	6,500	3,764		3,764	
Capital Projects :- Indirect Expenditure	3,730	51,500	47,770	0	47,770	0
Net Expenditure	(3,730)	(51,500)	(47,770)			

Detailed Income & Expenditure by Budget Heading 01/08/2022

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	131,307	316,915	185,608			
Expenditure	99,474	316,915	217,441	0	217,441	
Net Income over Expenditure	<u>31,832</u>	<u>0</u>	<u>(31,832)</u>			
Movement to/(from) Gen Reserve	<u>31,832</u>					

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		104,254.43					104,254.43	
	Banked: 01/08/2022	350.00						
	J Tansley Thomas	350.00			1000	401	350.00	Wedding Invoice 6166
	Banked: 01/08/2022	300.00						
	S Turley	300.00			1000	401	300.00	Wedding Inv 6227
	Banked: 02/08/2022	72.96						
	Public Sector Deposit Fund	72.96			1200	101	72.96	Bank Interest
	Banked: 03/08/2022	40.00						
	Cash Paid In	40.00			1005	305	40.00	CC Hall Hire Party Inv 4282
	Banked: 04/08/2022	592.06						
	Returned Payment	592.06			4420	201	592.06	Rejected Inv Payment
	Banked: 10/08/2022	6,534.12						
	Breckon & Breckon	6,534.12			1010	301	6,534.12	Rental Income
	Banked: 10/08/2022	7,710.00						
	Breckon & Breckon	7,710.00			1010	301	7,710.00	Rental Income
	Banked: 11/08/2022	140.00						
	Banbury Memorials	140.00			1151	201	140.00	Memorial Stone
	Banked: 12/08/2022	592.06						
	Barlows Woodyard	592.06			4420	201	592.06	Rejected Invoice Payment
Inv 3666	Banked: 15/08/2022	12.00						
	Sales Recpts Page 2	12.00	12.00		101			Sales Recpts Page 2
	Banked: 15/08/2022	300.00						
	Surrage	300.00			1000	401	300.00	Wedding Inv 6223
	Banked: 17/08/2022	300.00						
	Sales Recpts Page 7	300.00	300.00		101			Sales Recpts Page 7
	Banked: 24/08/2022	890.00						
	Sales Recpts Page 3	890.00	890.00		101			Sales Recpts Page 3
	Banked: 24/08/2022	784.00						
	Sales Recpts Page 4	784.00	784.00		101			Sales Recpts Page 4
	Banked: 24/08/2022	294.00						
	Sales Recpts Page 5	294.00	294.00		101			Sales Recpts Page 5
	Banked: 25/08/2022	516.64						
	Sales Recpts Page 6	516.64	516.64		101			Sales Recpts Page 6
	Banked: 30/08/2022	300.00						
	Trinder	300.00			1000	401	300.00	Wedding inv 6231

Cashbook 3

Unity Trust Bank

Total Receipts for Month	19,727.84	2,796.64	0.00	16,931.20
Cashbook Totals	<u>123,982.27</u>	<u>2,796.64</u>	<u>0.00</u>	<u>121,185.63</u>

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2022	WODC	DD	22.00			4401	201	22.00	Rates Aug
01/08/2022	WODC	DD	58.00			4400	201	58.00	Rates Aug
01/08/2022	WODC	DD	147.00			4211	305	147.00	Rates Aug
02/08/2022	BT	DD	991.12			4020	101	991.12	Telephone
04/08/2022	WODC	BACS	20.00			4064	101	20.00	WODC
04/08/2022	Barlow & Sons (Hermitage) Ltd	BACS	592.06			4420	201	592.06	Water Meadows Fencing
04/08/2022	WODC	BACS	80.04			4460	201	80.04	Recycling Waste Collection
04/08/2022	WODC	BACS	79.08			4460	201	79.08	General waste collection
04/08/2022	Chubb Fire & Security Ltd	BACS	245.38			4203	301	245.38	Emergency Lighting & Alarm
05/08/2022	Kent County Council	BACS	424.39			4210	301	424.39	Gas Town Hall
08/08/2022	WODC	DD	863.00			4211	301	863.00	Rates Town Hall
10/08/2022	Freeths LLP	BACS	614.40			4312	310	614.40	Lease Renewal
12/08/2022	J Tansley Thomas	BACS	150.00			1005	301	150.00	Damaged Deposit
12/08/2022	Seldram Supplies	BACS	70.09			4022	101	70.09	Cleaning Supplies
12/08/2022	Rialtas	BACS	999.60			4070	101	999.60	Cashbook & Maintenance
12/08/2022	Oxon Fastening Systems Ltd	BACS	16.20			4200	301	16.20	Maintenance
12/08/2022	Oxford Direct Services	BACS	504.00			4420	201	504.00	Strimming watermeadows
12/08/2022	N R Prickett	BACS	749.10		124.85	4402	201	102.00	Grass Cutting
						4401	201	185.50	Grass Cutting
						4400	201	181.00	Grass Cutting
						4410	201	51.91	Grass Cutting
						4411	201	51.91	Grass Cutting
						4412	201	51.93	Grass Cutting
12/08/2022	Kent County Council	BACS	80.06		13.34	4210	305	66.72	Gas CC
12/08/2022	Kent County Council	BACS	122.54		20.42	4210	301	102.12	Gas TH
12/08/2022	Kent County Council	BACS	118.61		19.77	4210	305	98.84	Gas CC
12/08/2022	Barlow & Sons (Hermitage) Ltd	BACS	592.06		98.68	4420	201	493.38	Watermeadows Fencing
12/08/2022	Oxon Fastening Systems Ltd	BACS	12.54		2.09	4412	201	10.45	Playground paint
15/08/2022	Peninsula Business Services	DD	154.28		25.71	4077	101	128.57	HR Monthly Support
17/08/2022	Wychwood Forest Trust	BACS	705.00			4420	201	705.00	Watermeadows Fencing
17/08/2022	P Pinto	BACS	100.00			1005	301	100.00	Refund Damage Deposit
17/08/2022	LGRC Associates Ltd	EP1	5,548.94	5,548.94		500			Locum Clerk
17/08/2022	Peninsula Business Serv	EP2	154.28	154.28		500			HR Support Aug
18/08/2022	Christine Inker	001	1,028.63	1,028.63		500			Salaries AUG
18/08/2022	Ian Watkins	001	490.44	490.44		500			Salary Aug
18/08/2022	Rachel Peters	002	510.46	510.46		500			Salary Aug
19/08/2022	Thames Valley Copiers	003	238.80	238.80		500			Quarterly Copier Rental S/O
19/08/2022	HMRC PAYE	004	169.76	169.76		500			HMRC PAYE AUG 22
19/08/2022	OCC Pension Fund	005	344.16	344.16		500			Pension Aug 22
25/08/2022	Seldram Supplies	001	88.68	88.68		500			Cleaning Supplies
25/08/2022	Microshade Business Consultant	002	314.83	314.83		500			Citrix Access & Email Hosting
25/08/2022	Eden Springs UK Ltd	003	72.07	72.07		500			Water Cooler
25/08/2022	Toplevel Tree Services	004	360.00	360.00		500			Remove fallen tree Watermeadow
25/08/2022	Barlows Wood Yard	005	592.06	592.06		500			Watermeadows Fencing Materials
25/08/2022	Jo Lamb	JO001	39.66	39.66		500			Land Registry Title Plan
25/08/2022	Jo Lamb	Jo002	0.33	0.33		500			Land Registry Title Plan

Cashbook 3

Unity Trust Bank

Total Payments for Month	18,463.65	9,953.10	304.86	8,205.69
Balance Carried Fwd	105,518.62			
Cashbook Totals	<u>123,982.27</u>	<u>9,953.10</u>	<u>304.86</u>	<u>113,724.31</u>

Response Date: - 08/08/2022

Application Number: - 22/01715/OUT

Location: Land South of Perdiswell Farm Shipton Road Shipton on Cherwell

Proposal: Erection of up to 500 dwellings and infrastructure

Bladon Parish Council (BPC) **objects** to the above proposal for reasons outlined below. BPC would like to highlight the final part of this response should the Council choose to disregard our objection and be minded to grant permission for the application.

Summary of Objections

1) Location of the Development Will Have Adverse Effect on the Area

- The proposal is contrary to many policies within Cherwell's adopted Local Plan 2011-2031 (Part 1)
- The location of the development will result in the harmful loss of openness of the area between the two currently distinct settlements of the town of Woodstock and the village of Bladon. It will make a significant incursion into the open countryside
- The development will contribute to the coalescence of these settlements
- The development is not within the build limits of an existing village and will create a separate community rather than integrating with an existing community

2) Unmitigated Increased in Traffic Through Bladon

- There will be an increase in traffic flowing through Bladon Village with no mitigation offered

3) Unacceptable Impact on Local Infrastructure Including Lack of Affordable Housing

- There will be increased pressure on infrastructure and services (used by Bladon residents) in the town of Woodstock which will put many components of infrastructure over capacity
- Marlborough School is currently at capacity and current plans show that is being expanded to accommodate organic growth (150 students) from within the Town. There is no capacity to expand further to accommodate the additional children generated from the Land East of Park View development. There is a high risk that children from Bladon will not be able to attend their catchment school
- Unless Cherwell changes their Housing Allocation Scheme, the Affordable Housing Provision will not be available to Bladon's residents

Bladon Parish Council's objections are covered in more detail in the next section.

1) Location of the Development Will Have an Adverse Effect on the Area

1.1 Bladon Parish Council **objects** on the following grounds:

- a. The proposal is contrary to many policies within Cherwell's adopted Local Plan 2011-2031 (Part 1)
- b. The location of the development will result in the harmful loss of openness of the area between the two currently distinct settlements of the town of Woodstock and the village of Bladon. It will make a significant incursion into the open countryside
- c. The development will contribute to the coalescence of these settlements
- d. The development is not within the build limits of an existing village and will create a separate community rather than integrating with an existing community, contravening Cherwell's Local Plan.

1.2 Regarding mitigation, BPC does not feel that there is any mitigation that can assuage the adverse effects of the development on the proposed location in the open countryside.

Our objections are supported by the following points:

1.3 The development is in the open countryside between Woodstock and Bladon and is not situated within the built-up limits of either village. It is not within the boundaries of any of the larger and or more sustainable villages in Cherwell district and is not in the main area of planned growth in Cherwell.

This makes the location contrary to the Local Plan which states:

Section A – Strategy for Development in Cherwell

A.11 Our spatial strategy for Cherwell District is as follows:

- *Growth across the rest of the District will be much more limited and will focus on meeting local community and business needs. It will be directed towards the larger and more sustainable villages within the District which offer a wider range of services and are well connected to major urban areas, particularly by public transport.*
- *Development in the open countryside will be strictly controlled. In the south of the District, the Green Belt will be maintained, though a small scale local review of the Green Belt will be conducted to accommodate identified employment needs at Kidlington.*

Section B – Policies for Development in Cherwell

B.2 Theme Two: Policies for Building Sustainable Communities

B.88 *By focusing development in and around the towns of Bicester and Banbury we aim to ensure that the housing growth which the District needs only takes place in the locations that are most sustainable and most capable of absorbing this new growth.*

1.4 The location of the development will result in the harmful loss of openness of the area between the two settlements of Woodstock and Bladon and is a significant incursion into the open countryside. The proposal threatens the distinctive characters of historic villages of Bladon and Woodstock and will promote the coalescence of the settlements. It will

erode the sense of leaving one community and entering another. This coalescence will be further exacerbated due to the planned developments around Kidlington Airport including a Park & Ride, and expansion in both Begbroke and Yarnton. Overall, this will have the effect of developing a suburb of Oxford and destroy the smaller individual communities that make this part of Oxfordshire so attractive.

This again is contrary to the Local Plan which states:

B.2 Theme Two: Policies for Building Sustainable Communities

B.89 We aim to avoid development in inappropriate locations and coalescence with neighbouring settlements.

B.174 The Local Plan will help to ensure that growth and development does not take place at the expense of the very features which make Cherwell unique. For example, coalescence between the areas for strategic development and neighbouring villages.

B.87 Cherwell's countryside, landscape and green spaces are important natural resources. They form the setting of our towns and villages, contribute to their identity and the well-being of Cherwell's communities, and provide recreation opportunities.

- 1.5** The proposal will create an isolated development of 500 dwellings with little connection to either Woodstock or Bladon and instead of a development that fully integrates with existing settlements it will have the feeling of a separate community.

This again is contrary to the Local Plan which states:

B.2 Theme Two: Policies for Building Sustainable Communities

B.86 We wish to ensure that new development fully integrates with existing settlements to forge one community, rather than separate communities (see 'Policy ESD 15: The Character of the Built and Historic Environment').

- 1.6** The site is not an allocated site within the Local Plan and but was reviewed in the Examination of the Cherwell Local Plan 2011 - 2031 (Part 1) Partial Review – Oxford's Unmet Housing Need. Due to the inspectors' concerns, the site was removed from the Local Plan.

The inspector commented that building in this location:

“would appear incongruous and damage the character and appearance of the area. While not on its own a significant issue, this incongruity would cause some harm to the setting, and thereby the significance of the Blenheim Palace World Heritage Site that lies to the west of the proposed allocation. The challenges of developing the site in an acceptable way are evident in the rather contorted way in which housing on the site would be arranged in relation to green space and the need for screening woodland as shown on the Policy PR10 Policies Map.”

In the Post-Hearing Advice note the inspector commented:

“notwithstanding the potential for screen planting, it is my view that the development of the site for housing would represent an incongruous extension into the countryside that would cause significant harm to the setting of Woodstock, and the character and appearance of the area.”

- 1.7 Due to its size, scale, and location, this development will have a negative impact on Blenheim Palace, which is a UNESCO World Heritage Site. It will affect the important visual links of the surrounding villages and landscape to the Palace itself.

UNESCO justifies the status of Blenheim by its setting:

The integrity of the property is well protected by its enclosing wall but important visual links do exist between the gates, the parkland buildings, buildings in the surrounding villages and landscape, and care needs to be taken to ensure these key visual links are protected.

This negative impact was also identified in the inspector's report in the Examination of the Cherwell Local Plan 2011 - 2031 (Part 1) Partial Review – Oxford's Unmet Housing Need. See section 4 above.

- 1.8 Although not within the Green Belt, the full length of the site's eastern boundary along the A4095 is separated only by the width of this road from the adjacent Oxford Green Belt. The planned development is concentrated to eastern quarter of the site and as such will be very close to the edge of the Green Belt boundary. It will be visible from the boundary and affect the characteristic and openness of the Green Belt.

The Oxford Green Belt boundaries are protected in the local plan under:

Policy ESD 14: Oxford Green Belt

The Oxford Green Belt boundaries within Cherwell District will be maintained in order to:

- *Preserve the special character and landscape setting of Oxford*
- *Check the growth of Oxford and prevent ribbon development and urban sprawl*
- *Prevent the coalescence of settlements*
- *Assist in safeguarding the countryside from encroachment*
- *Assist in urban regeneration, by encouraging the recycling of derelict and other urban land.*

2) Unmitigated Increase in Traffic Through Bladon

- 2.1 Bladon Parish Council **objects** on the following grounds:

a. There will be a significant increase in the traffic flow through Bladon Village with no mitigation being offered

- 2.2 Regarding mitigation, BPC requests that, should the Council disregard its objections and be minded to grant permission for this development, that it request relevant mitigation from the developer be it through works or S106 contributions to ensure that residents of Bladon are not unduly affected by the increase in traffic. This mitigation could include items such as pedestrian crossings and other traffic calming features like speed VAS.

Our objection is supported by the following points:

- 2.3 Bladon Village is bisected by the A4095, already a busy A-road with approximately 10,463 vehicle movements a day. The village has a mixture of housing and community facilities on

both sides of the road, with Bladon Primary School on the south side. There is no secondary school in the village and the local children travel to Marlborough Secondary School in Woodstock. Woodstock is the nearest town to Bladon for local amenities such as GP surgery or Library. The nearest bus stop to Oxford is on the A44 near the roundabout.

- 2.4** None of the application documents cover the impact of traffic through Bladon. In general, it is suggested there will be less impact on congestion than we would expect because the proposal envisages a [distant] future of non-car use but any increase in car use will affect Bladon village and the safety of the villagers.

There are no cycle paths through Bladon and the footpaths are narrow, with only one pedestrian crossing in the village, by the Community Pub, situated towards west of the village. There is no scope for widening the road, nor the footpaths. It is not easy nor safe to cross the road away from this crossing especially towards the east of the village. This issue will be further exacerbated by any increase in traffic.

Children travel on foot and by bicycle to Marlborough School. The nearest bus stop to/from Oxford is on the A44. Although some villagers currently cycle and walk to these locations, the increased traffic and decreased pedestrian and cyclist safety will no doubt change people's travel habits, deterring people from traveling sustainably through and within the village and increase the use of travel by car, unless the impact of the increase in traffic can be mitigated by developer to make cycling, walking and public transport a safe option for travel.

- 2.5** The estimated increase in traffic suggested in the application is as follows:

- There will be 2,388 movements from the site in a 12 hour period (7am-7pm) (Table 7 Transport Assessment Part 1) with 268 during the AM Peak and 273 during the PM Peak.
- It has been estimated that 17% of the peak traffic will route through A4095 Grove Road.
- It is estimated that in 2027 the development will have increased traffic movements along the A4085 Grove Road by 8.7% or **938** additional movements a day, from 10,722 to 11,660 (Tables 8.7 & 8.8 Environmental Statement Chapter 8).
- This increased traffic is in addition to the estimated increase of **553** movements a day from the existing 2022 baseline 24-hour AADT of 10,463 to the 2031 Future Baseline traffic flow of 11,016 (Tables 8.6 & 8.7 Environmental Statement Chapter 8).
- The total increase in traffic, although not all created by the development, will be an additional **1,491** movements a day, from 10,463 to 11,954.
- The traffic will increase along Grove Road in the AM Peak by **46** movements from 1080 to 1126 movements in an hour and by **47** movements in the PM Peak going from 1,188 to 1,235 (Tables 8.10 Environmental Statement Chapter 8).

- 2.6** Although the additional traffic generated during the AM and PM Peak hours may appear minimal it does mean that on average 1 car every 3 seconds travels along Grove Road. This shows that it makes crossing the road difficult and not particularly safe.

- 2.7** It should be noted that the Transport Assessment appears to be inadequate. It does not cover the impact of the development on the A4095 Grove Road, Bladon, or the junction of the A4095 and Station Road, Long Hanborough.

For example, in the Transport Assessment, under Section 3.2 Local and Wider Road Network, all that is mentioned is that the A4095 routes through the village of Long Hanborough and does not acknowledge that it is a major route to the West of the County which avoids the A40, A44 and A34 congestion. Vehicles travel through Bladon so that they can join the A40 at Cassington or Eynsham. It is also the only route to Hanborough Station, which is the closest station to the development and being promoted as a sustainable travel option by the developer.

This lack of inclusion in the Local and Wider Road Network assessment ignores the fact that it has been acknowledged that at least 17% of the peak traffic from the development will travel via the A4095 Grove Road (Table 9 Transport Assessment Part 1). This is more than the 14% expected to travel via A44 Oxford Road, yet the impact on A44 Oxford Road and its junction with Hensington Road/High Steet in Woodstock has been addressed even though the estimated increase in traffic flow is lower than the increase of traffic through Bladon.

- 2.8** Due to the site location and the current planned entrance being on to A4095 Upper Campsfield Road there are only 5 available traffic routes, one of which is the A4095 through Bladon. BPC questions if the estimation that 17% off traffic will go via Bladon is an underestimate.
- 2.9** It is difficult to identify within the Transport Assessment if any of the approved current and upcoming developments have been included in the future baseline traffic flows (Tables 8.6 & 8.7 Environmental Statement Chapter 8).

Although 3 sites (North of Hill Rise, North Banbury Road in Woodstock, and North of Witney Road, Long Hanborough) are mentioned in the Transport Assessment, it is not clear if projections for these developments have been included in the traffic flow or if they have just been used for the junction assessments.

Bladon will be expecting increased traffic flows from several proposed developments in Woodstock, Long Hanborough, Witney and Salt Cross Garden Village in Eynsham, as well as from the potential P&R by Bladon Roundabout and the expansion of Long Hanborough Station. It is not clear if these have all been taken into consideration when calculating future traffic flows and the additional impact of the Land East of Park View development on the capacity of the highway network.

3) Unacceptable Impact on Local Infrastructure including Lack of Affordable Housing

- 3.1** Bladon Parish Council objects on the following grounds:
- a. There will be increased pressure on infrastructure and services in the town of Woodstock (used by Bladon residents) which will put many components of infrastructure over capacity, with minimal mitigation being offered
 - b. Marlborough School is currently at capacity and current plans show that is being expanded to accommodate organic growth (150 students) from within the Town. There is no capacity to expand further to accommodate the additional children generated from the Land East of Park View development. There is a high risk that children from Bladon will not be able to attend their catchment school
 - c. Unless Cherwell changes their Housing Allocation Scheme, the Affordable Housing Provision will not be available to Bladon's residents

- 3.2** Regarding mitigation, Bladon Parish Council requests that should Cherwell Council disregard the objections and be minded to grant permission, the developer contributes, as they have indicated that they will, to mitigating the impact on the services and infrastructure Bladon residents use in Woodstock, be it through the direct provision of infrastructure or financial contributions.

BPC requests that the development remains unoccupied unless capacity at the secondary school has been organised to ensure that Bladon's children can attend their catchment school, and that their education is not unfairly affected by this development.

BPC would also request that Cherwell District Council alter the criteria for registering on their housing register so that residents of Bladon will be eligible to apply for the affordable housing on the development.

Our objection is supported by the following points:

- 3.3** The figures provided in the application are based on the assumption that the development could be incorporated into Woodstock Parish. It is only an estimate as the final housing mix may change at reserve matters stage.

The figures show:

- The population will increase by 1,200 from 3369 (as at 2020) to 4,569 an increase of 35.5% (Para 4.36 Environmental Statement Chapter 4)
- This will include an extra 143 secondary school children and 4 SEN children (Para 4.44 Environmental Statement Chapter 4)

- 3.4** The developer has acknowledged the impact of this increase in population on several of the local services that are used by the villagers of Bladon Parish including:

- Marlborough Secondary School in Woodstock
- Springfield School in Witney
- GP Surgery in Woodstock
- Woodstock Library

They have confirmed within both the Environmental Statement Chapter 4 and in Table 9.2 Secondary Mitigation Measure in the Environmental Statement Chapter 9 that they will make a financial contribution towards a range of services including the items listed above.

- 3.5** The value and timing of the contributions are not stated in the application documents. It is assumed that Oxfordshire County Council and Cherwell District Council will identify and request the relevant level of contributions to mitigate the development's impact.
- 3.6** There are concerns around the timing of the contributions and when the improvements will be delivered. The main concern is with the timing of additional spaces for secondary school children.

Any delay in providing additional places at Marlborough School will have a negative impact on Bladon students as they will technically be further away from the school than pupils from the new development. This is an important point as should the demand for places be higher than the yearly intake, pupils from Bladon will have a lower priority than pupils living in the new development when allocating spaces and may not be offered a place at their catchment school. This will mean that they will have to travel to a school further away and maybe not be with other children from Bladon and this will have a detrimental effect on the

children of Bladon in their informative years. Based on current admission numbers this issue could affect 14 children each year.

- 3.7** This scenario is very likely to happen. Although there are plans to extend the Marlborough School by 150 places, which will increase the annual intake from 180 to 210, this is to cater for the current demand with the increase in demand created by new housing already being built in the area, excluding the Land East of Park View site amongst others.

In Oxfordshire County Council's draft Pupil Place Plan 2021-2025 on p134 the Council states that:

“this expansion is related to the housing growth in the town, as set out in the West Oxfordshire Local Plan”

The Land East of Park View site is not in the town of Woodstock and not in the West Oxfordshire Local Plan.

- 3.8** The additional spaces required for this development would need to be provided through a second expansion of the school, which may not be feasible. Should any expansion happen at another school to mitigate the impact, the children of Bladon would still be affected, as they are further away from The Marlborough School then this development and would be forced out of catchment.
- 3.9** If children can't attend Marlborough School, Oxfordshire County Council will also incur additional cost as they have a responsibility to transport children to the nearest available school if the shortest designated route is more than the statutory walking distance of three miles for children aged 8 and over. The two nearest schools to Bladon are more than 3 miles walking distance (based on Google Maps), these are:
- Gosford Hill School, Kidlington 3.5 miles from 1st house nearest Bladon Roundabout and 4.5 miles from the last house near Manor Road
 - Bartholomew School, Eynsham 4.2 miles from the last house near Manor Road and 5.2 miles from the 1st house nearest Bladon Roundabout
- 3.10** There are also concerns regarding the availability of the Affordable Housing Provision covered in the development to people living in Bladon. As the site is located in Cherwell District, the allocation of the affordable housing will be managed by Cherwell District Council.

Due to Cherwell's Housing Allocation Scheme, it is very unlikely that Bladon residents, being in West Oxfordshire District, will meet the criteria to join Cherwell's housing register, and will therefore not be eligible to apply for affordable housing on the site, unless Cherwell adapts their housing allocation policy for the Land East of Park View site and the application process is made easily accessible for people living in Bladon and Woodstock.

- 3.11** The criteria as per Cherwell's Housing Allocation Scheme (Dec 2021) is:

3.6 Who cannot be accepted onto the Housing Register

CDC will refuse an application to join the housing register in the following circumstances:

3.6.2.3 No local / district connection to Cherwell

Applicants without a local connection to Cherwell will not qualify to join CDC's housing register. In order to be considered to have a local connection to Cherwell applicants will need to either:

- 2. have resided in Cherwell for a period of at least 6 out of the last 12 months continuously prior to an application to join the housing register*
- 3. have previously resided in Cherwell for 3 out of the past 5 years*
- 4. have a contract of employment to work within Cherwell for a minimum of 16 hours per week excluding short-term, marginal, temporary and voluntary work. Employees on 'zero hour' contracts must demonstrate a consistent previous record of, or clear expectation to work for a minimum of 16 hours per week.*
- 5. have a contract of employment as a Category 1, 2, 3 or 4 key worker (as defined by section 7.4 of this scheme) to work in Oxfordshire for a minimum of 16 hours per week excluding short-term, marginal, temporary and voluntary work. Employees on 'zero hour' contracts must demonstrate a consistent previous record of, or clear expectation to work for a minimum of 16 hours per week*
- 6. have immediate family members who have lived in Cherwell for at least 5 years, where there has been frequent contact, and there is a clear commitment to, and / or dependency on, those family members immediately prior to the date of application*
- 7. be a household with a Right to Move*
- 8. be leaving the care of Oxfordshire Children's Services; or*
- 9. have a special reason for needing to live in the area*

Exceptions to the above local connection requirements are:

- Those who are currently serving in the Regular Armed Forces or who were serving in the Regular Forces at any time in the 5 years preceding their application to join the housing register.*
- Bereaved spouses or civil partners of those serving in the Regular Forces where (i) the bereaved spouse or civil partner has recently ceased, or will cease, to be entitled to reside in Ministry of Defence accommodation following the death of their Service spouse or civil partner, and (ii) the death was wholly or partly attributable to their service.*
- Serving or former members of the Reserve Armed Forces who are suffering from a serious injury, illness or disability which is wholly or partly attributable to their service.*
- Divorced or separated spouses or civil partners of Service personnel who need to move out of accommodation provided by the Ministry of Defence.*
- Existing social housing tenants, who need to move into CDC's district, either from another local authority area in England, or from one location to another within Cherwell, for work related reasons to avoid hardship (Right to Move Applicants).*

S106 Mitigation - Should the Council Decide to Grant Permission

Although Bladon Parish Council strongly objects to the proposed development, we would like to ensure that, should the Council disregard these objections and decide to grant permission, Bladon Parish is not unduly affected by the development. We request that the developer

provides or contributes to the required infrastructure needed to mitigate the impact of their development on the local infrastructure/services and that Cherwell District Council prohibits the development's occupation until certain infrastructure requirements are met.

To this effect, BPC would request that the developer contributes to traffic calming and safety measures within Bladon to help mitigate the increase in traffic that will affect the village. This may include, for example, pedestrian crossings, other traffic calming/safety improvements such as VAS signage, and measures which improve cycling, walking and public transport access, such as direct bus route from Bladon into Oxford. We would hope to liaise with Oxfordshire County Council regarding the most appropriate mitigation for the village, the estimated cost and justification as required under the CIL/S106 legislation.

BPC would also request that the developer contributes, as they have indicated that they will, to mitigating the impact on the services and infrastructure that Bladon residents use in Woodstock. Oxfordshire County Council (OCC) and Cherwell District Council would be expected to identify the impact and what the value of the contributions should be for Secondary and SEN provision, Library provision and increase GP provision.

BPC requests that the development remains unoccupied unless capacity at Marlborough School has been provided to ensure that Bladon's children can attend their catchment school.

BPC would also request that Cherwell District Council alter the eligibility criteria for registering on their housing register to enable residents of Bladon to apply for the affordable housing on the Land East of Park View development.

Bibliography

Application Documents

1. Environmental Statement Chapter 4
2. Environmental Statement Chapter 8
3. Environmental Statement Chapter 9
4. Transport Assessment Part 1

Other Documents

1. Cherwell's adopted Local Plan 2011-2031 (Part 1)
2. Examination of the Cherwell Local Plan 2011 - 2031 (Part 1) Partial Review Oxford's Unmet Housing Need - Inspectors Report
3. Examination of the Cherwell Local Plan 2011 - 2031 (Part 1) Partial Review Oxford's Unmet Housing Need - Post-Hearing Advice Note
4. UNESCO Website - Blenheim Palace Integrity
5. Pupil Place Plan 2021-2025
6. Cherwell's Housing Allocation Scheme (Dec 2021)

Woodstock Town Council
Meeting of 13th September 2022
Bladon Parish Council Response to Planning App 22-01715-OUT Land East of Park View

Motion - Proposed by Cllr Sharone Parnes:

*The Council **Resolves** that:*

- 1. Woodstock Town Council notes and fervently endorses the contents of Bladon Parish Council's response (dated 08/08/2022) to Planning Application 22/01715/OUT Land South of Perdiswell Farm / Land East of Park View;**
- 2. The Town Council appreciates, agrees with, and fully supports the content associated with Bladon Parish Council's 22 mentions of Woodstock, in their submission; and**
- 3. The Town Council will cite the entirety of this Resolution in/as a supplementary submission (late representation) to the Cherwell District Council Planning Authority, attaching the Bladon Parish Council document, and explicitly requests Planning Officers take note of Woodstock Town Council's support and endorsement of it.**

Background

The Bladon Parish Council document is attached as an Appendix to this Report.

Agenda Item Tuesday 13th September Re: Finance Committee

Correction to revoking of Standing Orders meeting of Tuesday 9th August 2022

To receive a report from Cllr Grant

Agenda item

10. To consider creating a Finance Committee 5 Members

Although there was some strong opposition to this being on the Agenda as it had been discussed at the meeting of 14th June 2022 with the action being:-

Tuesday 14th June 2022 Minute

16/6/22 To consider creating a Finance Committee

- Item deferred until a permanent Clerk has been appointed

The Clerk informed the council as it was not minuted as a resolution the minute could be overthrown without adhering to Standing Order ruling on decisions not returning within 6 month

However this is not the case as the council had accepted the Minutes of 14th June 2022 as an accurate account of the meeting.

Having checked back over previous minutes the same type of record had been used and implemented.

Once signed by the Mayor/Chair minutes becoming legal evidence.

The legal record

Minutes of meetings are, in law, evidence of decisions taken so if your minutes reflect an agreement or decision and you have accepted those minutes as accurate, then the decision is as stated regardless of whether there was an actual vote or not.

Some councils are very formal and insist upon a motion, proposer, seconder, formal vote etc. and most standing orders reflect this. Smaller councils tend to be less formal (although not always) and will record a decision just based on apparent consensus of those attending and some will follow a process which is somewhere between the two.

The formal route is very clear and the informal route less so but it is the acceptance of the result in the minutes that confirms or otherwise the decision taken.

If your minutes reflect a decision, anything other than following that course of action amounts to a change would need to be similarly agreed either as a rescission of a resolution (if within six months of the original) or at the very least a further debate and agreement on the way forward if outside of the six months.”

Conclusion the Council revoked the 6 month rule of non reversal before 6 month (SO 7 Previous Resolutions) of the minuted decision, in the **Legal record** of Tuesday 14th June 2022 therefore the Finance Committee was wrongly agreed as it was repeated on the Agenda within 2 months and now cannot be discussed until March 2023

Motion proposed by Cllr Grant Seconded by Cllr Spencer-Churchill

Due to the error according to Standing Orders 7 changing within 6 months of the original agreement minute 14/06/22 of agreeing to forming a Fiancé Committee., the Council agrees to rectify this error under Standing Order 4xii The Council may dissolve a Committee and Sub Committee at anytime and that the agreed committee shall be dissolved from immediate effect and reconsidered as per the original decision **Item deferred until a permanent Clerk has been appointed**

**Escalating Gas and Electricity Costs and Climate Emergency
Cllr A Grant Meeting of Tuesday 13th September 2022**

Staffing Committee Thursday 9th June Minutes

SC/2296. To consider responses to questions presented to Committee from Cllr Ann Grant

Members considered the questions raised by Cllr Grant and agreed after taking the questions into account it was agreed for the clerk and the Chairman of the Staffing Committee to meet with Cllr Grant and go through the questions with the aim of addressing questions and queries raised

- The Chairman of the Staffing Committee resigned from the Council on 23.06.22. So the meeting as suggested did not happen and the Staffing committee was held in abeyance with staffing then discussed at full council but not the list of questions

Economic and Climate Change

The control of the heating and lighting was the responsibility of Caretaker who left the council in October 2021. Although submitting several questions to the Staffing Committee regarding gaps in our caretaking of the Town Hall and Community Centre to their meeting of Thursday 9th June 2022 question 9 being.

9. Who is monitoring the seasonal heating at both the Town Hall and the Community Centre, this is essential for energy efficiency with regard to climate change and public money

The council has not been informed that this has been addressed.

To deliver best value for the electorate and to show due financial prudence

.The council must take swift positive action to control gas and electricity costs in the Community Centre and Town Hall during this period of extreme utility inflation.

In addition having declared a Climate Emergency at WTCs meeting held on Tuesday 8th October 2019 this action will also represent a positive step to control energy usage and thus align with WTCs environmental aims.

Motion Proposed by Cllr Grant Seconded by Councillor Parnes

WTC agrees

that:

- a) *The clerk undertakes to consult utility providers and tenants to understand where cost controls can be implemented, including but not limited to the exploration of technology, such as smart meter and controls.*
- b) *To report back findings and recommendations with any financial costs to the council at the meeting of Tuesday 11th October 2022 for implementation prior to winter 2022.*

Woodstock Town Council
Meeting of 13th September 2022
Consequences of Demise of Oxfordshire Plan 2050

Motion - Proposed by Cllr Sharone Parnes:

*The Council **Resolves** to note and record its position that:*

Woodstock Town Council is concerned by the failure of Oxfordshire's Liberal-led district councils to continue working on the Oxfordshire Plan 2050. Councils like Cherwell District Council (CDC) have to restart working on their Local Plans, opening them up to planning by appeal. This now heightens the prospect of the Blenheim application for major development on land south of Perdiswell Farm being passed on appeal with loss of infrastructure funding on top of the £30 million of Government infrastructure funding already lost by OCC this year.

Background

Last month it was reported that Oxfordshire Plan 2050 has been discontinued after specific District Councils would not agree to continue participating in the County-wide joint initiative. At the August 9th Woodstock Town Council meeting, Woodstock's County Council representative was asked whether the collapse of the project will mean Oxfordshire would lose at least £30 million of infrastructure funding this year; and, as the Growth Deal was conditional on a joint 2050 plan, whether he expected there is likely going to be a 'clawback' of the previous £120 million awarded to Oxfordshire, and whether the £60 million for affordable housing will be clawed back along with the £5million for producing the plan. Although serving as Leader of West Oxfordshire District Council, he responded that his presence at the Town Council meeting was in his County Councillor's capacity and contended it was a District Council matter (not a County Council issue). As such, the Question was directed to him in his alternate capacity of District Council Leader, at the District Council's Cabinet meeting of 17 August 2022.

The Monitoring Officer read out the Question, in the Leader's absence from the meeting, and the Chair advised that a written reply would be provided and appended to the Minutes of the Meeting. The Appendix from the published Draft Minutes is now attached to this paper, and contains the reply.

APPENDIX

Public Participation

Question submitted by Sharone Parnes:

Thank you for the kind opportunity to put the following Question to Cabinet. (I do so independently as an individual town councillor, and not on behalf of Woodstock Town Council). At Woodstock Town Council's meeting last week [August 9th], Cllr Graham was asked the following question but responded: "you're asking the wrong person, really; because that's not the County Council. That's not my role here". Cllr Graham's attendance in Woodstock was in the capacity of the town's County Council representative, and he explained: "It's a WODC question". As such, I would now be very grateful for his response through WODC's Cabinet, as Leader of West Oxfordshire District Council. (I have slightly modified the original question primarily to respectfully reflect the Leader's capacity at WODC).

Does Leader of the District Council think that the collapse of the 2050 local plan will mean that Oxfordshire is going to lose at least £30 million of infrastructure funding this year - which would obviously raise concerns related to development policy - and, as the growth Deal was conditional on a joint 2050 plan, does the Leader expect there is likely going to be a 'clawback' of the previous £120 million awarded to Oxfordshire; and will the £60 million for affordable housing be clawed back along with the £5million for producing the plan?

Answer provided by Giles Hughes, Chief Executive, West Oxfordshire District Council:

£30 million of funding from the Oxfordshire Housing and Growth Deal is currently outstanding from Government. There is some risk to this funding as a consequence of the ending of the Oxfordshire Plan 2050 work programme. There does not appear to be a risk that other infrastructure or affordable housing funding that has been spent will be clawed back. If the £30 million outstanding is lost then that will unfortunately affect the delivery of infrastructure across Oxfordshire.

West Oxfordshire District Council will continue to engage constructively with the other Oxfordshire Councils, with other key stakeholders, and with our communities as we now focus on developing a new Local Plan. This will include work on a new Infrastructure Delivery Plan for the District to make sure that any new planned development is supported by infrastructure.

Date: 31st August 2022
My ref: 2022/18
Ask for: Chris Wood
Telephone: 01993 861677
E-mail: chris.wood@westoxon.gov.uk

Dear Sir/Madam

Re: Enforcement Appeal

TOWN AND COUNTRY PLANNING ACT 1990 as amended

Site Address: Brothertons, 1 High Street, Woodstock OX20 1TE

Alleged breach: Unauthorised siting of two awnings on the front elevation of 1 High Street, Woodstock.

Appellant's name: Mr Mevlan Karaj, Mr Giacomo Castagnino, Mrs Marjeta Karaj, Brothertons of Woodstock Limited

Appeal reference: APP/D3125/C/22/3304100

LPA Appeal Ref: 22/00018/APPEAL

Appeal start date: 16 August 2022

I refer to the above details. An appeal has been made to the Secretary of State against an enforcement notice issued by West Oxfordshire District Council on 6 July 2022. However, the notice will not take effect until the appeal has been determined and only if the decision is to dismiss the appeal.

The Enforcement Notice – Operational Development was issued for the following reasons:

The awnings by reason of their size, design and siting fail to conserve or enhance the historic appearance and character of the listed building and fail to preserve or enhance the character and appearance of the Woodstock Conservation Area. As such, the unauthorised development is considered contrary to Policies OS2, OS4, EH9, EH10 and EH11 of the West Oxfordshire Plan to 2031 and relevant paragraphs of the NPPF.

The enforcement notice requires the following steps to be taken:

Within 4 months of the date on which this notice comes into effect:-

- (1) Permanently remove the awnings and the associated fittings from the front elevation building.

The appellant has appealed against the notice on the following grounds:

Ground (a) - That planning permission should be granted for what is alleged in the notice. Please note that if the Appeal is allowed under ground (a), planning permission will be granted for the development, subject to any conditions the Inspector may choose to impose.

Ground (g) – The time given to comply with the notice is too short.

These are grounds from the Section 174(2) of the Town and Country Planning Act 1990 (As Amended).

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in the Town and Country Planning (Enforcement) (Inquiries Procedure) (England) Rules 2002 (Statutory Instrument 2002/2686).

If you wish to make comments, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to:

**The Planning Inspectorate
Room 3B
Temple Quay House
2 The Square
Bristol
BS1 6PN**

Email: teame3@planninginspectorate.gov.uk

All representations must be received by the Planning Inspectorate by 27th September 2022 and must quote appeal reference APP/D3125/C/22/3304100. Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

If you submit comments and then subsequently wish to withdraw them, you should make this request to the Planning Inspectorate by the date above.

If you would like to see a copy of the Enforcement Notice and/or the appellant's reasons for appealing, please contact us at Planning.Appeals@westoxon.gov.uk .

You can view the Planning Inspectorate's "Guide to taking part in enforcement appeals" at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>.

If you are not the owner of the property you occupy, would you please pass a copy of this letter on to your landlord or his or her agent.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Yours sincerely

Chris Wood

Senior Planning Officer (Appeals)
Planning and Strategic Housing

**Meeting notes of the Environment Working Group meeting
held on 17th August
At 6.30pm
At
The Town Clerks Office**

In attendance: Cllr Grant, Cllr Manby-Brown, and Cllr M Parkinson.

Also, in attendance: Karen Crowhurst – Locum Town Clerk
Maurice Parkinson – Volunteer Warden

Item No	Meeting Notes
1.	Apologies for Absence
1.1	Apologies were received from Cllr Manson and Cllr Spencer-Churchill. Cllr Manby-Brown sent his apologies for lateness.
2.	To note and discuss the previous recommendations from the meeting notes held on 29th June and 3rd August 2022
2.1	Members noted the meeting notes and noted that some of the actions are still on going, these items are included on the agenda.
3.	Water Meadows update
3.1	Members noted the Council decision to appoint BBOWT to manage the maintenance at the water meadows for a cost of £3853 plus VAT.
3.2	The Volunteer Warden provided a verbal report which included; <ul style="list-style-type: none"> - Advised that strimming has now taken place to make access easier; - The removal of hanging down branches - Litter picking work conducted; - Providing tours to users and highlighting the wildlife living at the meadows; - The wildlife getting used to people being around in their habitat; - The types of wildlife in residence; - 2 young children being under the bridge on their own; - People really valuing the Water Meadows, but the meadows need to be more easily accessible. - The possibility of creating a leaflet to hand to users.
3.3	The Warden requested for some pond clearance to be carried out as well as receiving training to strim certain areas and create natural pathways. It was agreed to recommend this to Full Council. Action – Locum Clerk.
	At 18.49 Cllr Manby-Brown joined the meeting.
4.	To consider the quotation for work to the lynch gate at the cemetery Handrail at the Cemetery

4.1	This item is ongoing. Quotations are being sourced. Action – Locum Clerk and Cllr Grant.
5.	To receive an update regarding sourcing a company to implement the Management Plan
5.1	This item was passed by Council at the meeting held on 9 th August 2022.
6.	To receive an update regarding play equipment repairs
6.1	The Locum Clerk advised that the RFO has sent the Works Orders to the company which acts as an authorisation of work to be carried out as per the quotations. Action – RFO to follow up.
7.	Review of UBICO & other contractor arrangements
7.1	This item is still ongoing. Cllr M Parkinson advised there maybe changes going forward. Action – Cllr M Parkinson to report.
8.	Bus Shelters
8.1	This item is still ongoing. It was agreed that it would be prudent to undertake a review of all the bus shelters.
9.	OWL steps
9.1	It was agreed for the Locum Clerk to obtain quotations for much need work to be carried out on the steps. Action – Locum Clerk
10.	Budget bids for all areas 23/24 for all areas under Environment
10.1	Various budget items were mentioned such as tree work, bins, and contingency. The Locum Clerk advised for a one-off agenda item meeting to be held to go through the budget and add items and amounts in readiness for the budget meeting. This was agreed. Action – Members of the Environment Working Group, Locum Clerk and RFO
11.	Fallen tree
11.1	This item was dealt with by the Administrator.
12.	Any other mattes which cannot be held over to the next meeting.
12.1	It was brought to Members attention that members of the public have been seen cutting trees. Some of the water meadows users have been collecting twigs and taking them off site. This does have an impact on the wildlife. It was agreed to include an item in the next newsletter advising not to do this. Action – Locum Clerk.
12.2	The Warden advised that the life rings and ropes need to be checked. It was agreed for Cllr Manby-Brown to investigate this and if any replacement is needed to seek professional advice and request for Full Council to consider any

	associated costs for advice and replacement. Action – Cllr Manby-Brown and Locum Clerk.
12.3	It was agreed to recommend to invite Sustainable Woodstock when the Environment Working Group require assistance. It was felt at present that there are a few confidential items and it would not be appropriate to co-opt any further membership at this stage.
12.4	Cemetery fees were discussed; it was agreed to recommend to Council that the fees be increased by 10% to the nearest £5. It was also agreed for the Locum Clerk and Cllr Grant to look at the fees and definitions for Non-Parishioners. Action – Locum Clerk and Cllr Grant.
13.	To agree any recommendations to Full Council for decision.
13.1	Meeting Notes
13.2	3.2 The creation of a leaflet to hand out to users and to be available to others.
13.3	3.3 – Pond clearance and to purchase a strimmer and provide training to the Volunteer Warden to use the strimmer.
13.4	10.1 Budget recommendations
13.5	12.2 Life rings associated cost and actions.
13.6	12.3 Sustainable Woodstock attendance at meetings.
13.7	12.4 Cemetery fees.
14.	To consider any environmental impact regarding decisions/recommendations to be made
14.1	These were considered as part of the decision-making process.

Property Report September 2022

Town Hall

Breckon & Breckon invited three contractors to quote for redecoration and have only received two quotes as follows:

	Quote 1	Quote 2
Redecoration External of Town Hall	£6,740 ex VAT	£13,440 ex VAT
Internal redecoration of entrance and staircase	£5,460 ex VAT	£ 8,740 ex VAT
Redecoration of Reception Office	£3,275 ex VAT	£ 6,890 ex VAT
Total ex VAT	£15,475 ex VAT	£29,070 ex VAT

*Quotes exclusive of VAT, payable in addition

Recommendation

that:

WTC accepts Quote 1 of £15,475 for the redecoration to the exterior of the Town Hall and the redecoration of the entrance and stairway.

For ease of access the Budget allowance 22/23 for the redecoration

4973: Town Hall exterior decorating £9000

4974 Town Hall Interior Decorating £22,000

Suite 2 Community Centre

The tenant has requested a four year term with a break clause at two years rather than a straight renewal on a term of two years.

Breckon and Breckon seek instructions to lengthen the term in accordance with the tenant's request.

Community Centre Service Charge

There is provision in the leases of the four tenants to recover a contribution towards shared utility costs via a service charge.

To date this has not been implemented however with the increase in electricity costs; it would be prudent to do so.

Option 1.

If the Community Centre utility bills are shared with Breckon & Breckon, a fair proportion could be assessed and applied to each unit.

Option 2.

alternatively, sub meters could be installed to each unit to accurately assess consumption. Breckon & Breckon seek instructions from the Council as to what they would like to do.

**Nothing further to report on all other properties
AG September 2022**

