



Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

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Locum Town Clerk: Karen Crowhurst

Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 25th October 2022 at 6.30pm

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

In Attendance: Karen Crowhurst – Locum Clerk
West Oxfordshire District Cllr. Cooper
Oxfordshire County Cllr. Graham
Ken Corbett – Primsite Media
6 members of the public

17/10/22 Apologies for Absence

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr Kate Bailey, and Cllr Graham.

18/10/22 Minutes of last meeting

To consider for approval, the minutes of the Town Council Extraordinary meeting held on 27th September 2022

It was **resolved** to accept the minutes with the exception of the item regarding the appeal for Brothertons as there was not sufficient clarity.

It was proposed and accepted that the Mayor incorporate the material submitted by Cllr Lamb.

19/10/22 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 regarding planning as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

Cllr Addis and Cllr Grant were granted dispensation in relation to item 13.2 on the agenda as they live close to the site for consideration.

20/10/22 **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

The Mayor read a letter from a resident as requested the content of the letter covered;

- The impact of development including the impact to the environment, intrusion and the loss of the current feel to the Town. The correspondent urged Councils to rethink plans so they are not so intrusive.

Ken Corbett of Primesite Media spoke about agenda item 9 on the agenda as he included in the proposal. Questions were raised about the types of shelters, these included:

Q "Are the displays lit up?"

A "Yes they are".

Q "What term is the contract?"

A "The contract is for 20 years."

Q "Are there advertising restrictions?"

A "Yes."

Q "Is the glass a glass or flexi glass?"

A "The glass used is plexi glass."

Q "What happens if there is a complaint about the advert?"

A "We have never received a complaint, if someone wishes to complain they can contact the company."

21/10/22 **County Councillor's Report**

To receive the monthly Parish report from Oxfordshire County Cllr Graham (Previously circulated)

No report was received.

22/10/22 **District Councillor's Report**

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

After a couple of points for clarification from Members in relation to a Wheelie Bin Policy to which Cllr Cooper advised is being discussed and the word distribution in the report should read placement. Members noted the report received.

23/10/22 **Correspondence for noting or action**

1. Letter from National Association offering advice regarding Non-Committee Members attending Confidential items of Committees.

Members noted the correspondence received and requested the Clerk contact the Solicitor for further clarification of the advice received. **Action the Clerk.**

The Clerk reminded Members of the previous decision passed by resolution and to be included in the Standing Orders that non-voting Council Members will leave any meeting they attend when the meeting excludes the press and members of the public.

2. Democratic Service advice on final decision(s) passed by resolution

Members noted the advice received, and requested the Clerk to raise points submitted to her by email to the Manager of Democratic Services. **Action – The Clerk.**

3. District Councils response to Council regarding odour complaints

Members commented and noted the respond received.

24/10/22 **Amendment to Standing Orders relating to Extraordinary Meetings**

Recommendation proposed by Cllr Lamb: *The purpose of an Extraordinary Meeting is to enable business to be transacted or a matter debated that cannot await the until the next Ordinary Meeting of Council. The expectation is in the notice of Motion is **urgent**.*

In accordance with Standing Orders, it was agreed to discuss this at the next Town Council Meeting.

25/10/22 **Bus shelter report-** To note the report and agree any actions/decisions recommended.

It was **resolved** after a vote was taken by a show of hands, to accept the actions contained within the report and request negotiations between the Council and Primesite Media. All were in favour.

26/10/22 **Policies for adoption**

- I. Risk Assessment and procedure for volunteers
- II. Woodstock Town Council Risk Assessment

After a short discussion it was agreed for the Environment Working Group to carry out some further work and present final documents to Council.

27/10/22 **RFO Reports**

- a) To note the Cost Centre report of budget against actual income and expenditure at 30th October 2022
- b) To approve the schedule of payments from 31st August 2022 – 30th September 2022
- c) To approve the bank reconciliations presented
- d) To add the RFO to Unity Trust Bank account in order for payments to be raised
- e) Budget progress and update

All the above was deferred. It was requested that full reports up until the 31st October be presented at the meeting scheduled for the 8th November.

28/10/22 **Planning & Licensing**

- a) To consider response to the following applications: -

22/02568/HHD 31 Oxford Road Woodstock Oxfordshire

2 two storey side extensions with pitch roof over. Single storey rear extension with flat roof, part first floor extension with flat roof over and timber cladding. Replace front cat slide roof and dormer window with pitch roof, render external, minor internal alterations to the existing layout. Replace existing flat roof porch with new flat roof porch, proposed detached garage with pitch roof over. Dormer windows to garage, single storey flat roof link to garage

Comments and observations

Woodstock Town Council do not support this application due to overdevelopment of the area and the possible damage to tree roots as well as possible loss of trees which have Tree Preservation Orders on them.

22/02562/FUL 34 Shipton Road Woodstock Oxfordshire

Conversion of existing dwelling, including erection of first floor side extension, to create two separate properties with parking, refuse and amenity spaces.

Comments and observations

No objections.

22/02596/HHD 33 Blackberry Way Woodstock Oxfordshire

Part conversion of existing double garage and erection of single storey rear Extension

Comments and observations

No objections.

22/02665/HHD Wychwood Cottage 23 Manor Road Woodstock

Various works to include construction of single storey rear 'in-fill' extension, replace rear external cladding on later extension with render and provision of external steps together with associated landscaping.

Comments and observations

No objections.

22/02666/LBC Wychwood Cottage 23 Manor Road Woodstock

Internal and external alterations to include erection of single storey rear 'in-fill' extension, replacement windows to rear later extension and replace external cladding with render, changes to internal layout over three floors with installation of additional staircase and conversion of part of existing garage to create additional living space.

Comments and observations

No objections

b) **Other Planning Matters**

Consultation on Proposed Main Modifications to the Submission Draft Salt Cross Garden Village Area Action Plan (AAP) – Deadline for submission 4th November 2022

It was agreed not to comment on the above.

29/10/22 **Motions** – To consider written motions raised by Council Members

1. Starting Time of Meetings

To review the starting time of meetings

At the meeting of Tuesday 12th April 2022 it was resolved to change the starting time of the Meetings from 7.30pm to 6.30 pm with the suggestion of a 6 month trial.

Since then a vacancy for a council seat occurred due to a resignation.

Several potential candidates for the August by-election were unable to offer them selves for election due to the very early starting time of 6.30 pm mainly due to work commitment.

Checking on other council s starting times the consensus seems to be 7pm start which as being flagged up by potential candidates would be more acceptable to many

Proposed by Cllr A Grant Seconded by Cllr J Spencer-Churchill

WTC agrees to change the starting time of their meetings from 6.30pm to 7pm

A heated debate was held. No decision was made. Cllr Grant suggested she may submit this as an item for inclusion in the Standing Orders.

2. Requests for a Grit Bin

To agree the purchase of a Grit Bin in Brook Hill

WTC Meeting 12th April 2022 the following was agreed

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

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

When the above item came to council I asked to add another bin at the junction of Glyme Close with Brook Hill but I was told by the Clerk to bring my request to another meeting.

Agenda item for Tuesday 18th October 2022

In keeping with the agreement as in the Resolution 18/4/22 12th April 2022

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

Motion proposed by Cllr Grant Seconded by Cllr Spencer-Churchill

WTC agrees to purchase a Grit Bin to be sited at the junction of Glyme Close with Brook Hill.

Reasoning: This is a very dangerous area in icy weather, cars have slipped out of Glyme Close into the path of oncoming cars down the hill neither being able to stop and more often than not it is the Glyme Close sign that actually bring the oncoming car down the hill to a stop.

Brook Hill is used by HGVs to deliver to Mumfords which can also be very hazardous to not only other vehicle but pedestrians alike.

Cllr Manson left the meeting at 7.30pm and re-joined the meeting at 7.33pm

After a strong debate and taking into account other bin installations recently and any precedents set a named vote was requested.

For: Cllr Addis, Cllr Grant, Cllr Parnes and Cllr Spencer Churchill.

Against; Cllr Manby-Brown and Cllr Poskitt.

Abstained; Cllr Bleakley, Cllr Lamb and Cllr Manson.

Therefore, a **resolution** was passed to purchase a grit bin to be sited at the junction of Glyme Close with Brook Hill.

30/10/22 **To note the meeting notes of the Environment Working Group held on 29th June and agree recommendations arising from the notes. To also note the meeting notes of the Environment Working Group budget meeting held on 11th October and agree the recommendations and budget presented to Council.**

3.2 The creation of a leaflet to hand out to users and to be available to others.

3.3 – Pond clearance and to purchase a strimmer and provide training to the Volunteer Warden to use the strimmer. – Recommendation to contact Blenheim to provide training and to consider storage.

10.1 Budget recommendations

12.3 Sustainable Woodstock attendance at meetings. - Recommendation to attend meetings when needed to offer advice and information to the Working Group.

12.4 Cemetery fees – Recommendation to increase 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.**

Members noted the meeting notes and the recommendations.

11th October recommendations

- 1) Bowls and Tennis Club removed to be incorporated with properties/assets.
- 2) 4000- Remove Staffing cost of £3,000 and use for main staffing budget if required.
 - 1) 4210 Operating costs to be removed as covered elsewhere.
 - 2) 4400 To add a budget heading Grass cutting for the Cemetery as a new budget heading – Hensington Road.
 - 3) To reinstated the original £5,000 budget amount not the £4,000 presented.
 - 4) Churchyard to be investigated regarding responsibility of “Closed Churchyard status”. To set the budget at £1,500.
 - 5) 4403- To remove Lawn Cemetery budget line and include the amount to Lawn Cemetery Lawn Cemetery budget £7,000. (4401)
 - 6) 4409 -Old Woodstock Football Club to include in the grant programme. Increase the amount of the grant budget heading to £4,000.

- 7) 4410, 4411 and 4412- to change the budget heading to play area(S). 4415 to be called Play area inspections. It was agreed to agree to the budget presented. 4415 To reduce the amount of inspections to monthly rather than weekly. It was agreed to recommend the amount of £5,000 for the budget.
- 8) 4420-Water Meadows – £15,500 an increase of £500 of the amount presented.
- 9) 4420 - Owl Maintenance. To increase from £1,000 to £5,000 as it is anticipated that work will need to be carried out in the next financial year.
- 10) 4442 – Bus shelters, 0.00.
- 11) To add a budget line Contingency for the amount of £1,000.
- 12) 4445 - War Memorial - to remain at £1,000 allocation.
- 13) 4455 – Allotments, to remain at £250 allocation.
- 14) 4460 – Waste Collection, to set at £3500 allocation.
- 15) 4470 - ROSPA, Water Meadow report to set at £1, 500 allocations.
- 16) To add a new budget line for Annual Play Area Inspections for the amount of £1,000.
- 17) 4471 – Weed clearance, to remain at the £1,000 recommendation.
- 18) 4472 – Winter Maintenance, to remain at £200.
- 19) 4473 – Green Spaces Expenditure, remove budget heading.
- 20) 4475 - Tree Works, to set a £5,000 allocation. To also carry out a tree survey before the end of the 2022-23 financial year.
- 21) 4480 – Christmas Lights to set a £7,500 allocation.
- 22) 4485- Town in Bloom to set a £2,000 allocation.
- 23) 4487 – To remove from the Environment to Properties Budget.
- 24) It was agreed to present the amended budget to Council for approval and using the items amended in red to show any changes to the amount.

All of the above were taken together. It was agreed to consider the Environment budget at the budget meeting scheduled for 22nd November 2022.

31/10/22

Hazardous path – Green Lane Cemetery

- a) To establish who is responsible for the path – Currently being investigated

Members are confident that the Town Council is responsible for the path. The Locum Clerk advised that she is awaiting confirmation from the solicitors.

- b) If Council is responsible to consider going through the tender process if the amount of repair would be over £25,000 or go through the quotation process if less.

Members agreed to approach a contractor to gain an indicative cost. If the amount is above £25,000 then Members agree to the matter to go through a procurement process.

- 32/10/22 **Urgent Planning Meetings** – to consider the reinstatement of the Urgent Planning Committee Meeting and to grant delegated authority to the Committee.
The reasons for holding urgent planning meetings was discussed alongside planning matters being included on Extraordinary meeting agendas should the need arise. A named vote was requested for the previous decision of Extraordinary meetings being called to consider planning matters.

For Urgent Planning Meetings to be held. Cllr Manby- Brown and Cllr Poskitt.

Against Urgent Planning Meeting to be held. Cllr Addis, Cllr Bleakley, Cllr Grant, Cllr Lamb, Cllr Manson, Cllr Parnes and Cllr Spencer Churchill.

It was therefore, agreed to continue with holding Extraordinary Meetings to discuss planning matters.

- 33/10/22 **Remembrance Day arrangements – to receive an update and agree any actions**

Cllr Poskitt informed the meeting of the current arrangements made and advised that a band has not been sourced. Cllr Poskitt advised that arrangements are being made the same as in previous years.

- 34/10/22 **Update on Memorial to Col. Nigel Clifford.**

Cllr Poskitt informed Members that a request has been made for a plaque to be placed in the Town Hall. Members raised concerns about a precedent being set as well as the plaque being a permanent fixture on the wall of a listed building.

After some discussion, it was agreed for Cllr Poskitt to request an alternative memorial which does not require the memorial to be fixed. **Action – Cllr Poskitt.**

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 contractual privilege.

Cllr Grant proposed the exclusion of press and public which was seconded by Cllr Lamb,

- 35/10/22 **Quotations**

- a) To consider quotations received and appointment of Internal Auditor

After considering 3 quotations. It was **resolved** to appoint Mulberry and Co as the Internal Auditor to Woodstock Town Council for a period of a year review the appointment after this time has passed.

- b) To consider quotations received for a handrail outside Church Lane Cemetery

No quotations were received.

- c) To consider quotations for the office photocopier

It was agreed to defer this item until more information has been sought.

36/10/22 **Town Clerk Vacancy**

- a) Advertising and budget
- b) Time frame – Deadline for applications to be revived
- c) To appoint an Interview Panel – Usually from the Staffing Committee
- d) To consider cover for the Clerk if no applicants come forward or a successful candidate has to give 3 months' notice (The Locum Clerk appointment is currently until the end of December 2022)

The Mayor suggested that the above be deferred to the Staffing Committee meeting scheduled for the 31st October.

For her own reasons, The Mayor closed the meeting at approximately 8.17pm. Therefore, item 20 was not discussed and no decisions were made.

37/10/22 **Close the meeting**

This was covered above.