



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 Annual Town Council held in The Town Hall, Woodstock on Tuesday 10th May 2022 at 6.30.

Cllrs. present:

Mathew Parkinson
Kate Bailey
John Bleakley
Rachel Faulkner
Ann Grant
Jo Lamb
Nick Manby-Brown
Meg Manson
Sharone Parness
Elizabeth Poskitt
James Spencer-Churchill

In Attendance:

Oxfordshire County Cllr. Graham
West Oxfordshire District Cllr. Cooper
Karen Crowhurst, Locum Town Clerk
10 members of the public

1/5/22 Election of Town Mayor

Cllr M Parkinson took this item. Cllr M Parkinson thanked the Council Members for all their support whilst he was Mayor.

A proposal was received to nominate Cllr Poskitt to be elected as Town Mayor, the proposal was seconded. A proposal to nominate Cllr Grant as Town Mayor which was also seconded was received. The first proposal was considered, there was also a request for a named vote the outcome of which was for Cllr Poskitt to be duly elected as Town Mayor. Cllr Poskitt then signed the Acceptance of Office form and then chaired the meeting. Cllr Poskitt and expressed her thanks and gratitude to Cllr M Parkinson.

Voting results.

For: Cllr Bailey, Cllr Bleakley, Cllr Faulkner, Cllr Lamb, Cllr Manby- Brown, Cllr Manson and Cllr M Parkinson, and Cllr Poskitt.

Against: Cllr Grant, Cllr Parnes and Cllr Spencer- Churchill.

2/5/22 Election of Deputy Mayor

A proposal was received to nominate Cllr Lamb to be elected as Deputy Town Mayor, the proposal was seconded. A proposal to nominate Cllr Grant as Deputy Town Mayor which was also seconded was received. The first proposal was considered, there was also a request for a named vote the outcome of which was for Cllr Lamb to be duly elected as Deputy Town Mayor.

Voting results.

For: Cllr Bailey, Cllr Bleakley, Cllr Faulkner, Cllr Lamb, Cllr Manby- Brown, Cllr Manson and Cllr M Parkinson, and Cllr Poskitt.

Against: Cllr Grant, Cllr Parnes and Cllr Spencer- Churchill.

3/5/22 Apologies for Absence

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr U Parkinson.

4/5/22 Minutes of last meeting(s)

To consider for approval, the minutes of the Council meeting held on Tuesday 12th April 2022 (attached); To also accept the minutes of the Staffing Committee Meeting held on 13th April 2022

It was **resolved** with one slight amendment to accept the minutes of the Council meeting held on Tuesday 12th April 2022 as a true and accurate record of the meeting.

It was also **resolved** to note the minutes of the Staffing Committee Meeting held on 13th April 2022.

5/5/22 Declaration of Interests

To consider the request of Councillor Ann Grant that the contents of the ruling on Declaration of Interests to be explained by the Locum Town Clerk.

The Locum Town Clerk advised that declarations of interests are covered in the code of conduct where there is also dispensation request template. The Locum Clerk advised the meeting that it is Members personal responsibility to declare interests and it is not the position of the Proper Officer to remind Council Members.

The Locum Clerk advised on pecuniary interests, which is where it is at the discretion of the Member with this type of interest to decide if they need to leave the room whilst discussions take place. A couple of examples of pecuniary interests were provided.

The Locum Clerk also explained predetermination.

6/5/22 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.

Declarations of interests were received from Cllr Poskitt regarding item 3 Hedge End planning application. Cllr Poskitt advised that she will leave the room when the item is due to be discussed. Cllr Poskitt also declared an interest as she is also a District Councillor to West Oxfordshire District Council.

Cllr M Parkinson declared an interest with regard to the planning items, as he is a Council Member to West Oxfordshire District Council.

7/5/22 Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(e) shall not exceed 3 minutes 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 announced the session for public speaking. At that time no members of the public requested to speak. The Mayor advised the meeting that a representative for the in Bloom item wished to address Council in relation to item 17 on the agenda. It was agreed to open the session up upon the arrival of the representative.

8/5/22 Appointment to Committees, Working Groups and to accept any Terms of Reference

(i) Finance and Town Council Assets Committee

After an in depth discussion and an explanation as to why the above committee is needed a request for a vote was made to decide whether to appoint membership at this meeting and defer this item to another time once more information has come forward. A vote was taken by a show of hands, the outcome of which was:

For: 4 Council Members.

Against: 4 Council Members.

Abstentions: 3 Council Members.

As the vote was split, the Mayor chose to exercise her power to have casting voted for the proposal. Therefore, it was agreed to defer considering forming a Finance and Town Assets Committee.

Items 8 and 10 were considered together. The following appointments were made:

(ii) **Urgent Planning & Licensing**

No appointment made, it was agreed to hold Extraordinary meetings to discuss planning matters if required.

(iii) **Staffing Committee**

The following Members were appointed; Cllr Bailey, Cllr Manby-Brown, (who may step in for Cllr U Parkinson), Cllr Faulkner, Cllr Lamb and Cllr Spencer-Churchill.

(iv) **Environment Working Group**

The following Members were appointed; Cllr Manby-Brown, Cllr Grant Cllr Manson, Cllr M Parkinson and Cllr Spencer-Churchill.

(v) **Christmas Lights Working Group**

It was agreed to appoint, Cllr Bleakley and Cllr Lamb.

(vi) **Queen's Jubilee Working Group** (task & finish)

The following Members were appointed; Cllr Bailey, Cllr Manby- Brown, Cllr Faulkner, and Cllr Manson.

(vii) **Queen's Green Canopy Working Group**

Cllr Bleakley and Cllr Poskitt were appointed to the above Working Group.

(viii) **News Editors**

It was agreed for Cllr Manby-Brown and Cllr Poskitt to be appointed as News Editors.

(ix) **Oxford Association of Local Councils** – The Mayor was appointed to this role.

(x) **Emergency Planning & Counter Terrorism**

It was agreed to appoint Cllr Parnes, and Cllr Spencer Churchill

JOINT VENTURE ROLES –

(i) **Traffic Advisory Working Group**

Cllr Bleakley, Cllr M Parkinson, and Cllr Parnes were appointed to the Traffic Advisory Working Group.

(ii) **Woodstock & Blenheim Dialogue Group**

It was agreed not to appoint a Council Member to this group therefore, this appointment is held in abeyance.

(iii) **Community Development Group** – 3 members

It was agreed for Parnes, Cllr Grant, Cllr Poskitt, and Cllr Spencer-Churchill to be appointed to the above group.

(iv) **West Oxfordshire District Council Parish/Town Liaison**

It was agreed for Cllr Poskitt and the Town Clerk to act as representatives If and when required.

OUTSIDE BODIES

(i) **Public Transport**

Cllr M Parkinson was appointed to act as the Town Council representative.

(ii) **Woodstock Youth Club**

It was agreed not to appoint a Town Council representative.

(iii) **In Bloom**

It was agreed to appoint Cllr Poskitt as the Town Council representative.

(iv) **A44A Group**

It was agreed to appoint Cllr Poskitt and Cllr Spencer-Churchill as the Town Council representatives.

(v) **Relief in Need Charity**

It was agreed to appoint 3 Members to represent the Town Council instead of 1. Cllr Bleakley, Cllr Lamb, and Cllr Poskitt were appointed.

(vi) **Woodstock Exhibition Foundation**

Cllr U Parkinson was appointed to represent the Town Council.

(vii) **Oxford Airport Consultant Committee**

Cllr Spencer- Churchill was appointed to represent the Town Council.

(viii) **Village Travel Network**

Cllr Bleakley was appointed to represent the Town Council.

9/5/22 Appointment of Professional Bodies- To receive and consider the following appointments

- a) Solicitor – Freeth
- b) Property Agent – Breckon & Breckon
- c) Bank – Unity Trust Bank
- d) Investment- The Public Sector Deposit Fund managed by CCLA
- e) Insurance – Zurich (3-year contract agreement)
- f) Employment and H&R Advisors – Peninsula Ltd
- g) Water Meadow Management
- h) Tree Management – Boward Trees Ltd

After careful consideration and wishing to allow flexibility of specialisms to meet the need for Council is was agreed not to consider the appointments of professional bodies and use professional bodies on an as required basis. It was agreed that this would allow other bodies to be appointed.

10/5/22 Town Council Roles 2022/23

To consider the draft roles for allocation at the Annual Meeting of Council. This item was covered at item 8 on the agenda.

The Meeting then moved to item 18 on the agenda.

11/5/22 County Councillor's Report to receive the monthly Parish report from Oxfordshire County Cllr Graham (attached)

Cllr Graham read from his report which will be made available on the Town Council website. The report included;

- The Town Parking Consultation,
- The Health Care Feasibility Study,
- The Temporary Library location,
- Road works causing congestion,
- Pedestrian Safety issues,
- Bus drivers and coach drivers having to go onto pavements,
- His attendance at the Woodstock Traffic Advisory Group,
- Difficulties families are facing who have offered accommodation to Ukrainians refugees.

Questions were posed to Cllr Graham regarding the above which were duly answered.

12/5/22 District Councillor's Report

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

Members note the report from Cllrs Cooper and Poskitt which will be made available on the Town Council website.

The report included;

- The revised constitution for West Oxfordshire District Council,
- Council Administration,
- Local Elections

Cllr Cooper also recommended that a new clock in the Town Council Chamber would be an appropriate memorial to Colonel Nigel Clifford.

Cllr Cooper mentioned that November 2023 is the 150th anniversary of Churchill's birth and January 2024 is the 60th anniversary of his death.

13/5/22 RFO Reports/Financial Matters

a) to consider the reports of the RFO (to follow)

Members noted the reports presented from the RFO.

b) To review the current cemetery fees and agree any actions

It was agreed to defer this item to the Environment Committee.

14.5.22 Audit and End of year accounts 2021-2022

a) To approve the end of year accounts for the accounting year 2021-2022

Members noted the end of year accounts.

b) To approve the 2021 -2022 Bank reconciliation(s)

Members noted the end of year bank reconciliations.

It was requested that a minute be recorded that it would be helpful for the RFO to attend some meetings in order to answer queries and questions to be raised by Members.

15/5/22 To accept the calendar of meetings for 2022-2023 – Previously circulated

It was agreed to defer this item until the June meeting. The Mayor advised that an Extraordinary meeting will be called on Thursday 19th May to enable Council to discuss and agree a response to the parking consultation.

16/5/22 Planning & Licensing

To consider response to the following applications;

22/00931HHD – 29 Oxford Road Woodstock Oxfordshire

Proposed detached double garage

Comments and observations

Woodstock Town Council objects to this application on the grounds pertaining to forestry matters. Members were disappointed to see the wall highlighted in the Design and Access Statement has now disappeared.

22/00893/LC – 105 Manor Road Woodstock Oxfordshire

Replacement of existing windows

Comments and observations

Woodstock Town Council has no objections regarding this application.

22/00943/HHD – 5 Hensington Close Woodstock Oxfordshire

Single and two story side and rear extension with associated works and replacement front porch

Comments and observations

Woodstock Town Council has no objections regarding this application.

22/00999/HHD 34 Blackberry Way Woodstock Oxfordshire

Proposed Porch (part retrospective)

Comments and observations

Woodstock Town Council has no objections regarding this application.

Consultation - Land East of Woodstock Oxford Road Woodstock

Reference No: 21/04140//FUL Reserved Matters application for the erection of a children's nursery school and associated works

Reference No:16/01364/OUT

Outline planning application (all matters reserved except for means of access in respect of new junction arrangements) comprising up to a maximum of 300 residential dwellings, up to 110sqm of A1/A2/B1/D1 floorspace; associated infrastructure, engineering and ancillary works; provision of public open space; formation of vehicular accesses; and Full Planning Application for the development of phase 1 comprising 46 residential dwellings (46 of the 300 described above) with associated infrastructure and engineering works.

Comments and observations

Woodstock Town Council noted that the lead Local Authority has objected to the application. Woodstock Town Council have concerns regarding the lack of lighting for the area, for safety reasons and biodiversity reasons. Members consider the future lighting for the area to be inappropriate. Council Members also expressed significant concerns about sewage and hopes this will be borne in mind.

Cllr Poskitt left the meeting.

Consultation – 3 Hedge End Woodstock Oxfordshire

Application No: 22/01049

Demolition of existing front entrance and utility area. New front single story extension with pitched roof. Removal of existing oriel window to rear elevation and replacement

with new smaller oriel window. Alterations and relocation of window openings. Replacement of existing cladding to front elevation. Replacement of existing flat roof with new insulation and roof covering, flat roof surface raised by approx. 150mm. Change of use of garage to store and utility. Reconfiguration of hard landscaping including extension of parking area,

Comments and observations

Woodstock Town Council have no objections regarding this application.

Cllr Poskitt re-joined the meeting.

16/5/22 To receive a property report from Cllr Ann Grant – Previously circulated

Members noted the report circulated by Cllr Grant.

As the meeting has run until 8.30pm. in accordance with the Standing Orders, it was **resolved** to continue the meeting until 9.00pm.

17/5/22 To receive a report from Woodstock in Bloom – Previously circulated

To discuss access to the Town Council Chamber for volunteers

Members noted the report and thanked the Woodstock in Bloom representative. Members were requested to consider allowing keys to be made available to enable volunteers to water the planters outside the Town Hall. After careful consideration and listening to a proposal from Cllr Grant, it was **resolved** for Woodstock Town Council to issue 3 keys for the Green doors Market Street be given to Dr Robert Edwards who will be solely responsible for them and present a list of users to the council for insurance records, returning the keys to the Town Clerk as the end of the summer season.

18/5/22 To consider new and replacement bins – item requested by Cllr Nick Manby-Brown

To discuss and agree any actions arising from the report presented to Council

Members noted the report. It was agreed to assess the current bin provision and consider any new bins to be required.

19/5/5 Motions relating to Parking

- i. To consider a motion from Cllr Jo Lamb stating the following:
“This Council supports the OCC parking plan subject to the consultation responses being taken into account.
- ii. Motion submitted in accordance with Standing Orders 9(a) and (b):
Proposed by Cllr S Parnes, Seconded by Cllr A Grant
Woodstock Town Council agrees not to make any decision regarding implementation of the proposal to introduce on-street parking charges by Oxfordshire County Council (OCC) in Woodstock until the outcome of the town poll is known. The Clerk will write, on behalf of the Town Council, to each OCC cabinet member to ensure they are all aware of this motion.

It was agreed not to consider the above motions due to a poll being called. It was felt that the electorate need to have their say prior to the above motions being considered.

20/5/22 To receive update regarding bollards on the Town Square

After receiving an update, it was **resolved** that the current bollards should remain where they are.

21/5/22 Request for Memorial Plaque for Colonel Nigel Clifford to be paid by requestee

a) To consider an appropriate location.

It was agreed for Cllr Poskitt to talk to Mrs Clifford to establish whether a new clock in the Council Chamber would be most fitting.

22/5/22 Question(s) for the Mayor

Question to the Mayor from Cllr S Parnes

At the Town Council meeting of 12th April 2022, Council formally RESOLVED that "in the interests of consistency, transparency, continuity and openness, the website publication of Town Council and Committee Minutes from 7th December and onward shall revert and continue to be published in a 'text' format compatible with online search functions and standard 'copy-and-paste' functionality. The Town Council also requests that signatures be redacted and that the actual Council Tax precept amount be accurately and clearly annotated in the relevant 7th December 2021 Minute." However, since that Resolution, Town Council minutes continued to be posted online as image scans with signatures unredacted and not in a typically searchable format. As such, please can the Mayor confirm when will the Town Council begin complying with the above resolution, including with regard to conversion of the documents uploaded since?

The Mayor advised that she would look into this and action where appropriate in due course.

23/5/22 To close the meeting

There being no further business, the meeting closed at 8.55pm.

The date of the next scheduled meeting is Tuesday 14th June 6.30pm in the Council Chamber.

Signed;

Date;