



## **Woodstock Town Council**

The Town Hall, Woodstock, Oxford, OX20 1SL

Telephone: 01993 811214

Website: [www.woodstock-tc.gov.uk](http://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 10<sup>th</sup> May 2022 (attached); and the Extraordinary meeting held on Thursday 19<sup>th</sup> 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 19<sup>th</sup> May.

#### **3/6/22 Minutes of the Staffing Committee Meeting**

To note the minutes and actions arising from the Staffing Committee Meeting held on 9<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 19<sup>th</sup> 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 26<sup>th</sup> 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 26<sup>th</sup> 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](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/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](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 9<sup>th</sup> 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: