



### Woodstock Town Council

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Interim Town Clerk: Karen Howe

### Minutes of the Extraordinary meeting of Woodstock Town Council held in The Town Hall, Woodstock on Monday 20<sup>th</sup> February 2023 at 7pm

**Cllrs. present:** Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Nick Manby-Brown, Ulli Parkinson, Sharone Parnes and James Spencer-Churchill

**Chair for the Meeting:** Cllr Poskitt

**In Attendance:** Karen Howe – Clerk

**Members of the public attended:** 3

ETC 20/02/23	<p><b>Apologies for Absence</b></p> <p>Apologies were received from Cllrs K Bailey, M Manson and M Parkinson</p>
ETC 21/02/23	<p><b>Declarations of Interests</b></p> <p>No declarations of interests were received.</p>
ETC 22/02/23	<p><b>Public Speaking and Question Time</b></p> <p>No members of the public asked to speak.</p>
ETC 23/02/23	<p><b>Planning</b></p> <p>a.) To approve Woodstock Town Council response to the following application: -</p> <p>22/01715/OUT Land South of Perdiswell Farm, Shipton Road, Shipton On Cherwell - Erection of up to 500 dwellings</p> <p>A draft response was circulated prior to the meeting.</p> <p>The following comments were made: -</p> <ul style="list-style-type: none"> <li>• The site is unsustainable.</li> <li>• The bus stops are too far to walk to.</li> <li>• The Bio diversity measures are not adequate</li> <li>• S106 gains not being available to Woodstock</li> <li>• Can the two polls taken in 2014 about the previous proposal at the site be included in the response.</li> </ul> <p>The Clerk informed the councillors that the issue about S106 gain had been included and would be added to, and that the poll information can be included.</p> <p>The Clerk then request the drafting of the final response be delegated to Cllr Poskitt and the Clerk and due to the time constraints that approval of the final version be by email rather than having to arrange another meeting.</p> <p>It was <b>Agreed</b> to approve the final response to the re-consultation of application 22/01715/OUT via email.</p>

	<p>Action – Cllr Poskitt and the Clerk to produce a second draft for consideration including the reference to the previous polls</p> <p>During the item an update was given by Cllr Poskitt regarding CPOW request to call in the application prior to the decision being made. CPOW have sent their request to the Secretary of State.</p> <p>The question was raised should the council support the submission or should they wait for West Oxfordshire District Council to give an opinion once a decision on the application has been made.</p> <p>Cllr Poskitt said she was hoping to speak to officers at West Oxfordshire but this hasn't happened yet. It was also mention that West Oxfordshire was waiting for the decision.</p> <p>No decision was made as whether to support CPOW request or not.</p> <p>b.) To agree to Woodstock Town Council registering as a rule 6 party for the following appeal: -</p> <p>APP/D3125/W/23/3315391 Land East of Hill Rise, Woodstock</p> <p>It was <b>Agreed</b> to register as rule 6 party for appeal APP/D3125/W/23/3315391</p> <p>Action – Clerk to register the council as rule 6 party</p>
<p>ETC 24/02/23</p>	<p><b>Terms of Reference</b></p> <p>a.) To approve the Terms of Reference for the following committees: -</p> <p>1.) Finance &amp; Assets Committee</p> <p>A draft terms of reference was previously circulated.</p> <p>After a brief discussion the following amendments were suggested:-</p> <p>To include the under the Membership section - A member unable to attend a meeting may delegate any elected councillor to take their place with notification of no less 24 hours to the Clerk</p> <p>To change in wording in bullet point 3 of the Budget &amp; Precept section from “To include” to “To recommend”</p> <p>It was <b>Agreed</b> to <b>Approve</b> the terms of reference for the Finance and Assets Committee with the suggested amendments</p> <p>Action – The Clerk to make the required amendments</p> <p>2.) Staffing Committee</p> <p>A draft terms of reference was previously circulated.</p> <p>After a brief discussion the following amendment were suggested:-</p> <p>To include the under the Membership section - A member unable to attend a meeting may delegate any elected councillor to take their place with notification of no less 24 hours to the Clerk</p> <p>To replace every occurrence of the word “panel” with “group”</p> <p>It was <b>Agreed</b> to <b>Approve</b> the terms of reference for the Staffing Committee with the suggested amendments</p> <p>Action – The Clerk to make the required amendments</p> <p>b.) To approve the Terms of Reference for Working Groups</p> <p>To bridge the gap in the Standing Orders, which do not include Working Groups, the council are asked to agree the following suggested Terms of Reference for Working Groups.</p>

	<p>Working Groups</p> <p>a.) Working groups may be set up at any time by the agreement of Full Council an</p> <p>b.) Governed by the full Terms of Reference agreed by Full Council and reviewed at the Council Annual Meeting or 6 months whichever is earlier</p> <p>c.) Working Groups may be disbanded at any time.</p> <p>This was included in error and will be covered as part of the Standing Orders review so not discussed</p>
ETC 25/02/23	<p><b>Staffing – Town Clerk Recruitment</b></p> <p>To agree an interview group.</p> <p>It was <b>Agreed</b> that the interview group would consist of Cllrs Poskitt, Bailey, Manby-Brown and that Cllr Lamb would be a substitute if required.</p> <p>The placing of adverts on the noticeboard and in the local shops was discussed again and Cllr Manby-Brown offered to create the advert and send it to the Clerk.</p> <p>Actions – Cllr Manby-Brown to create advert and the Clerk to arrange the posting of the advertisement.</p>
ETC 26/02/23	<p><b>Finance – Council Debit/Credit Card</b></p> <p>Cllr Poskitt proposed and Cllr Manby-Brown seconded the item</p> <p>The order of Item a and b were discussed out of order.</p> <p>b.) Approve either option 1 or option 2 to enable the clerk to source a suitable card.</p> <p>During the discussion it was pointed out that it has not been agreed that the council would not have petty cash and a question was asked as to how small items were being purchased. It was explained that there has not been petty cash for some time and that small items have been purchased using private debit/credit cards and then claimed back.</p> <p>To ensure the card is use correctly the clerk offered to produce guidelines/policy for its use</p> <p>The preferred option which was option 1 Unity Bank was then put to the vote</p> <p>For: 8</p> <p>Against: 1</p> <p>Abstaining: 0</p> <p>It was therefore <b>Resolved</b> to <b>Approve</b> the council having a Unity Charge Card at a cost of £86 for the first year.</p> <p>Action – The Clerk is to produce guidelines/policy for its use including spending limits.</p> <p>a.) Approve a monthly spend limit</p> <p>It was <b>Agreed</b> that the monthly limit be set at £500 and would be open to review.</p>
ETC 27/02/23	<p><b>Budds Close / OWL Repairs</b></p> <p>Cllr Manby-Brown apologised that it was a late item due to its urgency.</p>

	<p>He explained that he and Cllr Manson went on Tuesday to look at the area and they found barbed wire along the footpath at eye height and also a fence post down in Budds Close.</p> <p>Because these are an emergency health and safety issue he explained that he sought opinion from Cllr M Parkinson, Cllr Poskitt and the Clerk and was given approval by the Mayor and Clerk to proceed.</p> <p>Due to this the work has started and the barbed wire has been removed and the post will be dealt with next week.</p> <p>Signs are to be put up warning of uneven steps but the steps still need reviewing.</p> <p>Cllr Spencer-Churchill asked who the fence in the playground belonged to. Cllr Manby-Brown confirmed it is the Town councils and went to say that 6 post in the playground need to be removed and the other post will need replacing.</p> <p>Cllr Parnes mentioned that the OWL Extension report referred to maintaining a fence for antisocial prevent purposes and for heritage reasons.</p> <p>Cllr Manby-Brown confirmed he was not suggesting its removal but that it needs looking at a future date to ensure safety.</p> <p>Cllr Grant asked if the contractor has £10m insurance in place.</p> <p>The clerk advised that she would request proof of insurance.</p> <p>Cllr Bleakley suggested to bring OWL to the EWG to consider a programme to improve the area.</p> <p>Actions – The Clerk to seek proof of insurance</p>
<p>ETC 28/02/23</p>	<p><b>Exclusion of Press and Public</b></p> <p>Council to decide if any items need to be in a confidential session by a vote</p> <p>Proposed by Cllr Grant and Seconded by Cllr Poskitt</p> <p>The exclusion of the press and public was put to a vote.</p> <p>It was <b>Agreed</b> to exclude the press and public from the remainder of the meeting</p>
<p>ETC 29/02/23</p>	<p><b>Property</b></p> <p>a.) To consider the monthly property report and approve any recommendations within. (copy previously circulated)</p> <p>Cllr Grant asked about the timings of the redecoration of the Town Hall.</p> <p>Cllr Bleakley confirmed the outside is schedule for spring and the internal decoration is scheduled for after the CCTV upgrade and the re-arrangement of the office.</p> <p>Cllr Grant pointed out a rent review was due on 2 Park Street in October and this needs to be covered and not missed. She also mentioned that the outside of Flat 4 and rear and side of the Post Office needs painting.</p> <p>Prior to discussing the specific leases on the agenda Cllr Parnes raised concerns about using Freeth’s for the leases especially as the council had agreed at a previous meeting to look into a cheaper option not to engage them in future.</p> <p>The Clerk explained that these old ongoing leases that Freeth’s had been instructed on prior to the council’s decision and Cllr Manby-Brown</p>

	<p>explained that using Freeth's is an item on the agenda for Wednesday meeting with Breckon and Breckon.</p> <p>b.) To approve and the sign the property lease and rent deposit deed for Suite 2 Woodstock Community Centre.</p> <p>c.) To approve and then sign the property lease and rent deposit deed for 24 Market Place</p> <p>The clerk explained that she didn't think the lease should be signed yet. This was because she was not aware of who, if anyone, had reviewed the lease for accuracy, and due to not having the heads of terms she was not able to review them herself prior to the meeting.</p> <p>The clerk then requested delegated authority to approve the completion of the leases and deeds once she has been able to confirm them as being correct compared to the heads of terms.</p> <p>Cllr Manby-Brown proposed and Cllr Parnes Seconded the request.</p> <p>It was put to a vote and all were in favour.</p> <p>It was therefore <b>Resolved</b> to give delegated authority to the Clerk to approve the completion of the leases and deeds for Suite 2 Woodstock Community Centre and 24 Market Place once it is confirmed they are correct compared to the heads of terms.</p>
<p>ETC 30/02/23</p>	<p><b>Bus Shelter</b></p> <p>To approve the signing of the bus shelter agreement (copy previously circulated)</p> <p>Cllr Parnes raised concerns about pollution in the bus shelters and that there are new standards on bus shelters that should be considered when deciding on the actual shelter.</p> <p>There was also questions about the S106 bus shelter contribution from Park View and if it is affected by this agreement.</p> <p>Cllr Grant requested that the lease be checked by a solicitor before it is signed.</p> <p>It was decided to defer the signing of the bus shelter agreement to a later date.</p>
<p>ETC 31/02/23</p>	<p><b>Close Meeting</b></p> <p>Meeting closed at 8.15pm</p>