



## Woodstock Town Council

The Town Hall, Woodstock, Oxford, OX20 1SL

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Interim Town Clerk: Karen Howe

### Minutes of the meeting of Woodstock Town Council held in The Town Hall, Woodstock on Tuesday 14th March 2023 at 7pm

**Cllrs. present:** Elizabeth Poskitt (Mayor), Linda Addis, John Bleakley, Ann Grant, Jo Lamb, Meg Manson, Mathew Parkinson, Ulli Parkinson, and Sharone Parnes

**Chair for the Meeting:** Cllr Poskitt

**In Attendance:** Karen Howe – Clerk  
Rachel Peters – RFO  
Cllr J Cooper – West Oxfordshire District Councillor  
Cllr A Graham – Oxfordshire County Councillor

**Members of the public attended:** 4

WTC 01/03/23	<b>1 - Apologies for Absence</b> Apologies were received from Cllrs K Bailey, N Manby-Brown and J Spencer-Churchill
WTC 02/03/23	<b>2 - Minutes of last meeting</b> a.) To consider for approval, the following minutes: - 1. Minutes of the Town Council Extraordinary Meeting held on 25 <sup>th</sup> January 2023 2. Minutes of the Town Council Meeting held on 14 <sup>th</sup> February 2023 3. Minutes of the Town Council Extraordinary Meeting held on 20 <sup>th</sup> February 2023 It was <b>Resolved</b> that the minutes of the Extraordinary Meeting held on Wednesday 25 <sup>th</sup> January 2023 be <b>Approved</b> as a true and correct record of the meeting subject to the grammatical errors being corrected It was <b>Resolved</b> that the minutes of the Council Meeting held on Tuesday 14 <sup>th</sup> February 2023 be <b>Approved</b> as a true and correct record of the meeting. It was <b>Resolved</b> that the minutes of the Extraordinary Meeting held on Monday 20 <sup>th</sup> February 2023 be <b>Approved</b> as a true and correct record of the meeting subject to a name being corrected. The Mayor to sign once the corrections have been made. b.) To sign the minutes of the 8 <sup>th</sup> November 2022 that were approved at the Town Council Meeting of 13 <sup>th</sup> December 2023 The item was not discussed in error
WTC 03/03/23	<b>3 - Declarations of Interests</b> Declarations of interests were received from: - Cllr Poskitt in relation to items under agenda item 8 due to being a District Councillor and Chair of West Oxfordshire District's Development Control Committee and Uplands Planning Sub-Committee. Cllr Addis in relation to item under agenda item 15 due to being an employee of the tenants of a property under discussion.
WTC 04/03/23	<b>4 - Public Speaking and Question Time</b> A member of the public requested to speak

	<p>There were questions about the S106 contribution and the clerk advised that these contributions were the responsibility of OCC and that they are in contact with OCC and will provide updates when they are received.</p> <p>A question was also asked about how the residents can feed concerns about the new proposed development and the new link road. It was confirmed that concerns about the link road had been included in the recent town council response to the recent revised planning application.</p>
WTC 05/03/23	<p><b>5- County Councillor's Report</b></p> <p>The monthly report from Cllr Graham had been previously circulated.</p> <p>Cllr Graham provided an update to his report: -</p> <ul style="list-style-type: none"> <li>• Councillor Priority Fund – This will be continuing and if any groups would like to apply for funding it is a simple process and Cllr Graham can help with the process. Cllr Graham advised that anyone who is interested in applying should email him.</li> <li>• Stagecoach S7 – The issue with the new turning point has been followed up. The environment reason is not ideal, with cleaner engines and less distance to travel to the turning point. The bus company has the right of access and if the town council is to raise any concerns then they should consider the grounds to be put forward.</li> </ul> <p>Cllrs raised the point that the concern was to do with the buses using the town square as a turnaround point and that it is not ideal. It was not ideal when the 500 service use to do it.</p> <p>Cllr Graham said he would help take up the issue.</p> <p>Cllr Grant suggested that Item 10 be brought forward so that Cllr Graham could hear Councillors comments on the S7 service.</p> <p>This was agreed</p> <p>Cllr Parnes asked if there was any update on the parking meters as the residents had expressed they should be placed as inconspicuous as possible and Cllr Graham said he had no further update since last time but did say they would be in position in May.</p> <p>Cllr Lamb asked for an update on the doctor's surgery and Cllr Graham said the he had provided a report at the last meeting and that the Health Authority were of the view that it would not be possible to expanded the proposed surgery in the future.</p> <p>Cllr Poskitt commented that she was sure this was not the case and the council may have further comments on this</p>
WTC 06/03/23	<p><b>6- District Councillor's Report</b></p> <p>The monthly report from Cllrs Cooper and Poskitt had been previously circulated.</p> <p>Cllr Cooper provided an update to his report: -</p> <ul style="list-style-type: none"> <li>• He stated that the report had some inaccuracies and apologised for his proof reading skills. The budget breakdown omitted the Thames Valley Police proportion but the total for Band D is correct.</li> </ul> <p>The correct figures are: -</p> <p>Parish 90.12 WODC 119.38 OCC 1734.03 TVP 356.61 Total Council Tax for a band D Property £2199.90</p> <p>Cllr Parnes asked if the garden waste licence fee was incorrect in a previous report and Cllr Cooper confirmed the Green waste bin charge is £45 and not £40 as reported.</p> <p>Cllr Parnes asked Cllr Cooper if and when s106 allocations were sent to Parish Councils</p> <p>Cllr Cooper replied stating they were not sent to Parish Councils but were reported in the minutes of the Audit and General purposed Committee.</p>
WTC 07/03/23	<p>It was agreed to move Item 10 up the agenda.</p> <p><b>10 - Stagecoach Bus Service S7</b></p> <p>The impact of the new route of the Stagecoach S7 bus was discussed and the main points raised were: -</p>

	<ul style="list-style-type: none"> <li>• Bus stops in the town centre are confusing and it is easy to pick the wrong bus.</li> <li>• There are safety and practical issues with double decker buses using the town centre to turn.</li> <li>• Buses should turn around at the purpose-built turn point.</li> <li>• Buses are stopping at unofficial stops since as near the Co-op and blocking the road.</li> <li>• Turn in the town might save time but when it gets stuck it creates delays to the service.</li> <li>• Maybe wait for awhile to allow the service to settle and for any issues that arise to be evidenced.</li> <li>• Old Woodstock as lost a signification amount of service</li> <li>• The bus was seen using Princess Ride and Cadogan Park</li> <li>• The route needs to be economical for the company and they have the right to use the road.</li> <li>• It is a new company who may not have the background information about issues.</li> <li>• Rather than a formal complaint maybe it should acknowledge the value of the service and just bring a few issues to their attention.</li> </ul> <p>It was <b>Agreed</b> that the clerk would send Stagecoach a letter which highlights the issues.</p>
<p>WTC 08/03/23</p>	<p><b>7 - Responsible Financial Officers Reports &amp; Other Finance Related Items</b></p> <p>a.) To note the Receipts and Payments for February 2023 – Month 11 (report previously circulated)</p> <p>The following point was raised: - Cllr Grant asked why the VAT was no longer shown on the payment list The RFO stated that is was due to a change of finance system and would be made available soon Cllr Grant also why code 500 was being used in eth payment list yet did not appear in eth Budget document The RFO gave the same explanation as above. The report was noted.</p> <p>b.) To note the Cost Centre report of budget against actual income and expenditure for February 2023 - Month 11 (report previously circulated)</p> <p>The following points were raised: -</p> <ul style="list-style-type: none"> <li>• 20mph budget 22/23 virement needs to happen</li> <li>• Request for a bound version of the budget to be provided as soon as possible</li> </ul> <p>The report was noted</p> <p>c.) To approve the bank reconciliations presented for February 2023 – Month 11 (report previously circulated)</p> <p>It was <b>Resolved</b> to <b>Approve</b> the bank reconciliation dated February 2023 and the bank reconciliation was signed by the chair</p> <p>d.) To note the Interim Internal Audit report for the year ending 31st March 2023 (report previously circulated)</p> <p>It was pointed out that the comments regarding reserves appear to counter each other. The report was noted.</p>
<p>WTC 09/03/23</p>	<p><b>8 - Planning</b></p> <p>1.) To note the responses submitted since the last meeting (report previously circulated)</p> <p>The responses were noted.</p> <p>2.) To consider response to the following applications: -</p> <p>a.) 23/00359/S73 - Woodstock House Rectory Lane</p> <p>It was mention that work was going on for a long time and affecting residents. The councillors <b>agreed</b> to submit a neutral response but with a comment that the council would like to be assured that the developer will have completed the work by the June 2023 and that this would the last application.</p> <p>Cllr Manson left the room 7.40pm-7.45pm</p> <p>b.) 23/00336/HHD - Carousel 7 Oxford Road</p>

	<p>The councillors had no comments and <b>agreed</b> to submit a neutral response</p> <p>c.) 23/00335/HHD - 10 Churchill Gate The councillors had no comments and <b>agreed</b> to submit a neutral response</p> <p>d.) 23/00358/HHD - 24 Flemings Road The councillors had no comments and <b>agreed</b> to submit a neutral response</p> <p>e.) 23/00329/HHD - 40 Westland Way The councillors had no comments and <b>agreed</b> to submit a neutral response</p> <p>f.) 23/00373/HHD - 50 Banbury Road The councillors had no comments and <b>agreed</b> to submit a neutral response</p> <p>3.) Land South of Perdiswell Farm - Response to the re-consultation for application 22/01715/OUT (response previously circulated) The response was missing the inclusion of the result of the previous town polls. It was <b>Agreed</b> the response could be sent once the town polls had be included</p> <p>4.) Land East of Hill Rise – Planning Appeal The Clerk explained that rule 6 was not appropriate for the town council and that the town council has the option to send in comments directly to planning inspector. The deadline for comments is 27<sup>th</sup> March. It was <b>Agreed</b> that due to the time constraints that the Clerk and Cllr Poskitt would compose a response which would be circulated to councillors for opinion prior to being submitted to the planning inspector.</p>
<p>WTC 10/03/23</p>	<p><b>9 - OCC Parking Charges</b></p> <p>A report with the following motion by Cllr S Parnes was circulated prior to the meeting.</p> <p><u>Motion to be Considered</u></p> <p><i>The Town Council RESOLVES:</i></p> <p><i>Woodstock Town Council (WTC) affirms its disappointment about Oxfordshire County Council's rejection of WTC's submitted objections to OCC's proposed parking charges scheme on Hotel Guest Parking Permits for Woodstock, particularly in the absence of the requested economic impact assessment. The Council further notes with significant concerns five categories of "foreseeable adverse impacts on the town and its residents" produced by an artificial intelligence platform and shall record these in the Minute of this Motion for future reference before communicating the full Minute to Oxfordshire County Council with a request for (a) reconsideration of the Council's request for an economic impact assessment prior to implementation of the parking charges schemes in the Town, and (b) OCC's explanation of what reassurances it can offer to allay concerns about the five indicated categories of "foreseeable adverse impacts".</i></p> <p>The motion was Proposed by Cllr Parnes and Seconded by Cllr Grant</p> <p>Cllr Parnes explained his report.(Appendix A)</p> <p>During the discussion the following was mentioned: -</p> <ul style="list-style-type: none"> <li>• ChatGPT can also be asked about positive impacts and that when asked it provided 6 positives</li> <li>• Specific points from ChatGPT should not be included in a motion.</li> <li>• The recent response to PR10 referred to the parking issues and it that WTC acknowledges that there is a parking issue that needs to be addressed.</li> <li>• Can't support a motion by an AI.</li> <li>• The points are legitimate even if they are by an AI and are starting points that could be addressed.</li> </ul> <p>The motion was put to a vote.</p> <p>For: 4 - Cllrs Addis, Parnes, U Parkinson and Grant</p> <p>Against: 4 – Cllrs Lamb, Manson, Bleakley and Poskitt</p> <p>Abstaining: 1 – Cllr M Parkinson</p>

	Chair had the casting vote and voted against therefore the motion failed.
WTC 11/03/23	<p><b>11 - Dog Waste Bin</b></p> <p>A report on the replacement or new installation of missing bin at Sansoms Lane with the following motion by Cllr S Parnes was circulated prior to the meeting.</p> <p><u>Motion to be Considered</u></p> <p><i>Sansoms Lane is a very well-used and important space for the Town, and for hygiene, public health and reasonable convenience of residents and visitors it is proposed that the Town Council arrange for a dog waste bin to be re-situated in the vicinity of the water treatment substation a short distance into Sansom's Lane from the Shipton Road entry point.</i></p> <p>The motion was proposed by Cllr Parnes and Seconded by Cllr Grant</p> <p>Cllr Parnes spoke on the item and explained the importance of the item to residents.</p> <p>The main points of the discussion were: -</p> <ul style="list-style-type: none"> <li>• WTC had recently been in contact with WODC officers about bin locations, missing bins and new bins.</li> <li>• Request for the item to be postponed until April.</li> <li>• Would like the deal with issue separately</li> <li>• Would like to see town treated as a whole</li> <li>• It was pointed out that due to the lack of Clerk the original consultation was missed.</li> <li>• It is WODC policy no to put bins near residential estates. Maybe the bin should be located at the OWL reserve.</li> <li>• Request for clarification of the location.</li> <li>• The location was explained and it was commented that this bin was not at the expense of another bin and additional standalone bin.</li> <li>• Request that the bin be added to the list for consideration.</li> </ul> <p>It was <b>Agreed</b> to defer the item to the April meeting and to include the bin in the list</p>
WTC 12/03/23	<p><b>12 - Update on OWL</b></p> <p>A report was not provided but a discussion about the concrete post in the OWL took place. The main points of the discussion were: -</p> <ul style="list-style-type: none"> <li>• If the post are removed that consideration needs to be given about the protecting the boundaries.</li> <li>• It was agreed in the past to maintain the posts and that they have a heritage value.</li> <li>• Not every post needs to be removed and that not everyone thinks they have a heritage value.</li> <li>• Suggestion that the boundary may be marked in a different way</li> </ul> <p>Cllr Poskitt expressed thanks for Cllr Manby-Brown sorting out the recent work and suggested that the item be further discussed at EWG</p>
WTC 13/03/23	<p><b>13 - 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 M Parkinson</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>
WTC 14/03/23	<p><b>14 - Property</b></p> <p>The monthly property report was discussed.</p> <p>A request was made to include a heading on future reports indicating who had written report.</p> <p>Cllr Grant request confirmation that the rent for the cobbles had be paid and was informed that it had.</p> <p>Discussion regarding the sharing of the utility bills at community centre took place.</p> <p>Cllr Grant asked what was meant by meters being fitted</p>

	<p>Cllr Bleakley said this was reported wrongly and meters are not being fitted. A meeting with the Property Agent had been arranged to look into meters being fitted.</p> <p>Cllr Addis left the meeting at 8.24pm as she had declared an interest.</p> <p>Renewal of the lease for 2 Park Street was discussed.</p> <p>The following heads of terms were proposed by Cllr Bleakley and Seconded Cllr Lamb</p> <ul style="list-style-type: none"> <li>• Two Leases – one for the flat and one for the shop premises</li> <li>• Lease to be for 10 years with a break clause at 5 years</li> <li>• Rent to be maintain at the current rate</li> <li>• Rent review every 3 years</li> </ul> <p>The proposed heads of terms were put to a vote and all were in favour.</p> <p>It was therefore <b>Resolved</b> to instruct solicitors to proceed with the lease based on the agreed heads of terms.</p>
<p>WTC 15/03/23</p>	<p><b>15 - To confirm the next meeting of Woodstock Town Council</b></p> <p>Date and time of next meeting is 7pm on Tuesday 25th<sup>th</sup> April 2023 at Woodstock Town Hall</p>
<p>WTC 16/03/23</p>	<p><b>16 - Close Meeting</b></p> <p>Meeting closed at 8.45pm</p>

## APPENDIX A

Parking Scheme Update  
Woodstock Town Council Meeting of 14 March 2023  
Report by Cllr S Parnes

On January 26<sup>th</sup> January 2023, Oxfordshire County Council's Cabinet Member for Highways took a delegated decision to approve OCC's comparatively minimalistically publicized supplementary consultation on parking charges, this time specifically on Hotel Guest Parking Permits for Woodstock.

The County Council was informed of Woodstock Town Council's resolved objection to the proposed hotel visitors parking scheme but proceeded to approve its own proposals whilst rejecting calls for an economic impact assessment.

No subsequent update on the decision has been formally reported to Town Councillors since that time.

The proceedings are available online at <https://oxon.cc/DDCMHM26012023> , starting on the timeline 1:33:20 with Cllrs Cooper and Graham, and a statement by the author of this report is at 1:38:18. The contents are self-explanatory.

Whilst many local residents, businesses and others continue to question the wisdom of the proposed scheme, it recently transpired that a popular artificial intelligence interface (ChatGPT) makes freely available the following summary of "foreseeable adverse impacts of the planned introduction of parking charges in Woodstock":

*The introduction of parking charges in Woodstock may have several foreseeable adverse impacts on the town and its residents. Here are some possible impacts:*

- 1. Decreased footfall: Introducing parking charges could discourage visitors from coming to Woodstock, reducing footfall for local businesses. Those who would usually park in the town may opt to go elsewhere instead, impacting the local economy.*
- 2. Increased congestion: With the introduction of parking charges, people may opt to park on nearby residential streets to avoid paying, causing increased congestion and inconvenience for local residents. This could lead to tensions between residents and visitors.*
- 3. Reduced accessibility: The introduction of parking charges may make it harder for those who rely on cars to access local amenities and services, particularly for those who have mobility issues or live in more rural areas.*
- 4. Environmental impact: The introduction of parking charges may encourage more people to drive further away from the town to avoid paying, increasing traffic and air pollution.*

5. *Social impact: The introduction of parking charges may disproportionately impact those on lower incomes, who may struggle to afford the additional costs. It may also impact young people who may be less likely to have access to a car and therefore have to rely on public transport to visit the town.*

*Overall, the introduction of parking charges in Woodstock could have a negative impact on the town's economy, environment, and social fabric. It's important for the local council to consider these factors and explore alternative solutions that may address any issues while minimizing the potential adverse impacts.*

### **Motion**

Proposed by Cllr S Parnes

#### **The Town Council RESOLVES:**

**Woodstock Town Council (WTC) affirms its disappointment about Oxfordshire County Council's rejection of WTC's submitted objection to OCC's proposed parking charges scheme on Hotel Guest Parking Permits for Woodstock, particularly in the absence of the requested economic impact assessment. The Council further notes with significant concern five categories of "foreseeable adverse impacts on the town and its residents" produced by an artificial intelligence platform and shall record these in the Minute of this Motion for future reference before communicating the full Minute to Oxfordshire County Council with a request for (a) reconsideration of the Council's request for an economic impact assessment prior to implementation of the parking charges schemes in the Town, and (b) OCC's explanation of what reassurances it can offer to allay concerns about the five indicated categories of "foreseeable adverse impacts".**