



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 Town Council held in The Town Hall, Woodstock on Tuesday 8th November 2022 at 6.30pm

Cllrs. present: Elizabeth Poskitt (Mayor)

Jo Lamb (Deputy Mayor)

John Bleakley

Nick Manby-Brown

Ann Grant

Meg Manson

Sharone Parnes

Matthew Parkinson

Kate Bailey

In Attendance: Karen Crowhurst – Locum Clerk

West Oxfordshire District Cllr. Cooper

Oxfordshire County Cllr. Graham

Members of the public attended:

01/11/22 **Apologies for Absence**

To receive and consider for acceptance apologies for absence.

Apologies were received from Cllr U Parkinson, Cllr Andy Graham, Cllr Spencer Churchill and Cllr Linda Addis.

02/11/22 **Minutes of last meeting**

To consider for approval, the minutes of the Town Council Meeting 11th October and 25th October 2022.

Add Linda to the minutes, Cllr Parnes gave apologies not gives

As the mechanism for enforcement has been vague

Town in Bloom was noted as £250 instead of £2000

U & M Parkinson were not in attendance.

Change Church Lane to Green Lane

It was decided to accept the minutes.

03/11/22 **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 matters, as she serves as a District Councillor and Chair of the Development Control Committee and Uplands Planning Committee.

04/11/22 **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

Members of the public spoke about and commented on;

- Remembrance Day

One member of the public encouraged more attendance of Council Members and requested that Members be available earlier than the time of commencement in order for guests to be greeted.

One member of the public reported about his attendance of the recent Staffing Committee the meeting with the aim of learning about the processes of recruiting a new Town Clerk. The member of the public expressed his concern regarding a Cllr not leaving and conduct being displayed.

05/11/22 **County Councillor's Report**

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

No report was received

06/11/22 **District Councillor's Report**

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

After no questions being asked Members noted the report from Cllr Poskitt and Cllr Cooper.

07/11/22 **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**.*

Seconded by Cllr Bailey

After a short discussion and expressing that it came to the attention of the Standing Orders Working Group Cllr Parkinson drew to Members attention point 26 of the Councils Standing Orders, which state:

1. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b Other than a regular review by the proper officer, a motion to add to or vary or

revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9.

- c Once proposed and seconded, any motion to permanently a motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall lay on the table, without debate, until the next ordinary meeting of the council.
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible following election or any review.
- e The decision of the chairperson of a meeting as to the application of standing orders at the meeting shall be final.

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording and any supporting documents/reports to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer

of the reason for rejection.

For these reasons the amendment to the Standing Orders was rejected.

08/11/22 **RFO Reports**

- a) To note the Cost Centre report of budget against actual income and expenditure at 31st October 2022

The Cost Centre report was noted.

- b) To approve the schedule of payments from 31st August 2022 – 31st October 2022

A request was made for a named vote to be carried out to approve the payments. The result of which was:

For; Cllr Poskitt, Cllr Lamb, Cllr Bailey, Cllr Bleakley, Cllr Manby-Brown and Cllr Manson.

Against; Cllr Grant.

Abstentions; Cllr M Parkinson and Cllr Parnes

It was therefore, **resolved** to accept the schedule of payments presented.

- c) To approve the bank reconciliations presented

The meeting moved to a vote by a show of hands. The result of which was:

For; 6 Members. **Against:** 1 Member. **Abstentions;** 2 Members.

Therefore, it was **resolved** approve the bank reconciliations presented.

- d) Budget progress and update

The Clerk reported that the budget has been worked upon as well as the basis of the budget. The Clerk suggested that the budget be sent out at the soonest to allow Members to process the budget and have enough time to present any other considerations or amendments prior to the budget meeting scheduled for the 22nd November 2022.

09/11/22 **Planning & Licensing**

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

22/01768/FUL 1 Rye Grass Woodstock Oxfordshire

Demolition of existing retirement dwellings. Construction of 37 no. replacement age restricted apartment units contained in 4 no. apartment blocks together with associated works, amenity spaces and parking.

Comments and observations

No objections to the application.

10/11/22 **Motions** – To consider written motions raised by Council Members

10.1 Motion from Cllr S Parnes
Seconded by Cllr A Grant

The Council RESOLVES:

Woodstock Town Council acknowledges that there is a problem with parking in the town centre especially for residents directly affected who would be eligible for a parking permit

Woodstock Town Council acknowledges that there will be an impact on residents of Woodstock who do not live in the town centre who would not be eligible for a parking permit;

Woodstock Town Council acknowledges that there will be an impact on residents of surrounding communities that rely on Woodstock for vital services, such as medical facilities, who would not be eligible for a parking permit;

Woodstock Town Council acknowledges that there will be an impact on businesses in the town centre which may not be eligible for a parking permit; and,

As such, **Woodstock Town Council calls for a full review of the proposals including a full economic impact assessment for the businesses before the proposal is implemented.**

Cllr Parnes spoke about his motion and explained the content and purpose. After a while the meeting moved to a recorded vote. The outcome of which was:

For; Cllr Grant and Cllr Parnes.

Against; Cllr Poskitt, Cllr Lamb, Cllr Bailey, Cllr Bleakley, and Cllr Manson.

Abstained; Cllr Manby-Brown and Cllr M Parkinson.

Therefore, the motion was not carried.

Motion not carried

10.2 Motion:

Proposed by Cllr S Parnes
Seconded by Cllr A Grant

The Council congratulates Woodstock's Member of Parliament, Mr Robert Courts MP, on his election to the House of Commons Defence Select Committee. The Council notes the significance of our locality's historic and contemporary contributions to the defence and security of the United Kingdom and its allies – including by members of our immediate Community and nearby neighbours - and wishes our MP and the Select Committee every success in their role of examining the expenditure, administration, and policy of the Ministry of Defence and its associated public bodies.

Cllr Parnes spoke about his motion. The meeting moved to a named vote. The outcome of which was:

For; Cllr Grant and Cllr Parnes.

Against; Cllr Poskitt, Cllr Lamb, Cllr M Parkinson.

Abstained; Cllr Bailey, Cllr Manby-Brown and Cllr Manson.

Therefore, the motion was not carried.

10.3 Motion

Proposed by Cllr Manby-Brown

Seconded by Cllr Bleakley

To move our meetings to the Mayor's Parlour - this is to make it easier for the public to hear our discussions.

Proposed by Cllr N Manby Brown and seconded by Cllr Bleakley

After Members considered the pros and cons of moving the meetings to the Mayor's Parlour a vote was taken by a show of hands. The outcome of which was:

For; 4 Members. **Against;** 2 Members. **Abstentions;** 2 Members.

Therefore, the motion was carried and it was agreed to hold Town Council Meetings in the Mayor's Parlour.

Exclusion of Press and Public

11/11/22 **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.**

Proposed by A Grant

Seconded by E Poskitt

It was resolved to exclude the press and members of the public.

Quotations

12/11/22 To consider quotations for the office photocopier

After considering best value for money it was resolved to remain with Thames Valley Copiers. All were in favour.

Close of the meeting.

13/11/22

There being no further business the meeting closed at 19:45