



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 23rd May 2023 at 7pm

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

In Attendance: Karen Howe – Clerk

Cllr J Cooper West Oxfordshire District (WODC) Councillor

Chairs for the Meeting: Cllr Manby-Brown

Members of the public attended: 7

23/05/11 WTC	1 - Apologies for Absence Apologies were received from Cllrs Bailey and Spencer-Churchill and from OCC Cllr A Graham
23/05/12 WTC	2 - Declarations of Interests Cllr Poskitt declared an interest in Item 5 Planning due to being a WODC Councillor
23/05/13 WTC	3 - Public Speaking and Question Time 2 Members of public requested to speak. The first gentleman spoke about the Hill Rise Development Planning Appeal. He urged Councillors to attend the hearing in support of CPOW and their case against the application and also WODC case. Cllr Poskitt explained that she had been asked to speak on behalf of CPOW. The second gentleman circulated copies of a paper then spoke about the new parking restrictions that have been introduced in Woodstock. He commented that OCC had not listen to a vast majority of residents & business. He produced a petition signed by many businesses who are concerned with the changes and impact on them. He asked if the question on the paper he circulated could be answered. It was also commented that location of some of the meters are not ideal.
23/05/14 WTC	4 - Woodstock Town Council Value Statement – Proposed Cllr Manby-Brown Seconded Cllr M Parkinson Cllr Manby-Brown explained why he had drawn up the statement. Cllr Parnes commented that he felt the statement unnecessary and that there are other existing documents that apply. There is room for conflict between this and other standards and this should be checked against those to ensure that it doesn't conflict. If the document had a link to the source document it might help remove any confusion. Cllr Poskitt commented that it is only a value statement and not legally binding. Thought it read well. Cllr Grant asked what will happen to the statement if it is agreed? Is it going to be placed on the website? If it is put on the website it should have a link to the full documents so there is no confusion on the legislation that the public needs to refer to if there is an issue/complaint. Cllr Grant also suggested to change the title of the document to "Council Business at a Glance". Cllr Manby-Brown is happy if some councillors do not want to accept the statement Cllr Lamb said that the views of everyone can be accommodated if we link to legislation. It was proposed that the title be change to Council Business and Procedures at a Glance and the document would include a list of policies. This proposal was put to the vote For 9 Against 0 Abstaining 1 Decision It was Agreed to that the title would be Woodstock Town Council Value Statement - Council Business and Procedures at a Glance and the document would include a list of policies.
23/05/15 WTC	5 - Planning 1.) The responses submitted since the last meeting were noted

	<p>2.) To consider response to the following applications: -</p> <p>a.) 23/00921/OUT Land South of 2 and 3 Cadogan Park – Outline application with some matters reserved for the erection of a detached house and associated ancillary works including the provision of access.</p> <p>Cllr Grant had reviewed a report concerning trees on the site and said that it also mentions a pound on site.</p> <p>It was noted that WTC had responded in the past.</p> <p>The follow concerns were raised:-</p> <p>The trees on site would be negatively affected</p> <p>Access to the site is narrow and may cause problems</p> <p>The councillors agreed to Object to the application due to the issues with the trees.</p> <p>b.) 23/01150/HHD 10 Cadogan Park - Removal of existing conservatory. Extend existing garage and create first floor above together with single storey rear extensions and associated alterations to existing dwelling.</p> <p>The councillors had no comments and agreed to submit a neutral response</p>
23/05/16 WTC	<p>6 - County Councillor's Report</p> <p>Cllr Graham provided his report.</p> <p>Cllr Grant raised concerns about the grass/verge cutting as the tall growth of the verges was obscuring driver's views.</p> <p>Cllr M Parkinson informed the meeting that people can register on Fix my Street and report any areas that need cutting</p>
23/05/17 WTC	<p>7 - District Councillor's Report</p> <p>The report was circulated a comment was made about the new parking restrictions and Cllr Cooper responded that all District Council candidates were in favour of the parking.</p> <p>Cllr Parnes stated that this was incorrect.</p> <p>No further questions were raised</p>
23/05/18 WTC	<p>8 - 20mph Survey Response</p> <p>a.) The outcomes of the recent consultation were noted</p> <p>b.) To discuss and agree on any further actions needed.</p> <p>It was agreed that the results of the survey be sent to relevant parties including OCC highways and for a copy to be placed on the website</p>
23/05/19 WTC	<p>9 - Review of the Standing Orders</p> <p>Cllr Parnes asked if the part of the Standing Orders that covers question time could be clarified so the councillors and public can put forward questions.</p> <p>Cllr M Parkinson pointed out that the Standing Orders would have to stand aside if changes are made.</p> <p>Cllr Grant pointed out that it does not need to be in the Standing Orders, you can still ask questions.</p> <p>Cllr Parnes was happy to bring the request back at another time.</p> <p>The adoption of the revised Standing Orders was put a vote</p> <p>For 10 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was Agreed to adopt the revised Standing Orders</p> <p>Cllr Poskitt requested that a hard copy of the agreed Standard Orders be supplied to Councillors</p>
23/05/20 WTC	<p>10 - Party Wall Agreement 18A Hensington Close</p> <p>Decision</p> <p>It was Agreed to give the clerk delegated power to agree to the party wall agreement which includes the temporary placing of scaffolding on the council's land in the OWL</p>
23/05/21 WTC	<p>11 - Request to Run Botanical Training at Woodstock Water Meadows</p> <p>The council received a request from BSG Ecology to carry out training 2 to 3 times a year at the Water Meadows. The following motion was proposed by Cllr Grant</p>

	<p>a.) WTC agrees to the request of BSBI Ecology for field skill training.</p> <p>b.) The Clerk together with Cllr Manson and volunteer warden Mr Parkinson to arrange dates that do not interfere with any scheduled work on the Water Meadows.</p> <p>c.) The Council request the following document copies</p> <ul style="list-style-type: none"> • Public Liability cover • Members and participant insurance cover • Risk Assessment <p>The motion was put to the vote</p> <p>For 10 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was Agreed to approve the request from BSBI Ecology for field skill training and that the clerk together with Cllr Manson and Volunteer Warden to arrange the dates so that they do not interfere with any scheduled work on the Water Meadows and that the following documents are to be provided 1.)Public Liability 2.)Members and Participant Insurance Cover and 3.)Risk Assessment</p>
23/05/22 WTC	<p>12 - WUFA Defibrillator – Proposed Cllr Bailey Seconded Cllr Manby-Brown</p> <p>A motion was included with in the documents circulated prior to the meeting.</p> <p>Cllr Poskitt requested that WUFA be officially thanked for their generous offer.</p> <p>Cllr Bailey that she was carrying out an audit of Defib in the area as some location do not appear to be registered online.</p> <p>The following motion was put to the vote</p> <p>a.) WTC accepts the gift of a defibrillator from WUFA</p> <p>b.) Agrees the cost of £225 + VAT to install it at the Community Centre to the wall outside the kitchen, in a visible location.</p> <p>c.) Accepts the ongoing costs of</p> <ul style="list-style-type: none"> • New pads every 2-4 years at an approximate cost of £50-£70 • Possible need for replacement battery 4-6 years at an approximate cost of £100-£300 <p>d.) Cllr Bailey, the RFO Rachel Peters together with the Deputy Caretaker takes responsibility of the maintenance of the equipment, reporting back to council for agreement of any maintenance needed together with costs WTC</p> <p>e.) To be reviewed if change of staff or councillors</p> <p>f.) The Finance and Assets Working Group establish a new budget line for this equipment together with a recommendation to be agreed by full council where the cost is to be vied from to ensure this important facility is in full working order.</p> <p>For 10 Against 0 Abstaining 0</p> <p>Decision</p> <p>It was Agreed to accept the gift of a defibrillator and to install it at a visible location on the outside wall of the Community Centre at a cost of £225+VAT and to accept the possible ongoing costs of £50-£70 for new pads every 2-4 years and replacement battery every 4-6 years at a cost of £100-£300. And that the Finance and Assets Working Group is to recommend for approval at full council an new budget line for this equipment with a recommendation of where the budget is to be vied from. And that Cllr Bailey, the RFO and Deputy Caretaker takes responsibility for the maintenance of the equipment including the reporting back to council for approval of any maintenance needed together with costs and that this is reviewed if there is a change of staff or councillors.</p>
23/05/23 WTC	<p>13 - Mayors and Consort Chains – Request by Cllr Grant</p> <p>The council were asked to consider:-</p> <p>a.) Council are asked to consider if first names or just initials should be engraved</p> <p>b.) To agree to the clerk to seek revised quotes for the engraving to be present to the council for consideration once received.</p> <p>c.) To agree to the clerk arranging the replacement security pins on the Mayors chain so long as the cost does not exceed a figure to be agreed at this meeting.</p> <p>After a discussion is was agreed that the Clerk would investigate the matter further and return to a future meeting with costs and will also review the list of names and dates prior to any engraving going ahead.</p>

23/05/24 WTC	<p>14 - Meet the Councillors Events – Proposed Cllr Bleakley Seconded Cllr Manby-Brown Cllr Manby-Brown requested to defer the item Item Deferred</p>
23/05/25 WTC	<p>15 - OALC Seeking Nomination for Executive Committee There were no volunteers for this position</p>
23/05/26 WTC	<p>16 - Letter from Editor of the Woodstock and Bladon News – Requested by Cllr Poskitt The council discussed the recent letter from Woodstock and Bladon News and heard from the editor. It was suggested that they might also want to contact Bladon to see if they can offer any assistance. Cllr Lamb asked the Editor what the circulation figure is? The Editor advised that they print 500 she then went on to suggest the Council could buy advertising space. She also said that she would like to build a legacy. Cllr Parnes suggest crowd funding. It was also suggested that the Council could promote it on their website.</p>
23/05/27 WTC	<p>17 - Bus Shelters A44 Park View Cllr Parnes report was discussed Cllr Manby-Brown advised the Councillors that he had emailed OCC Cllr Graham about the shelters. He then went on to readout his email about the County using the S106 and the lose of benefit to the rest of the town. Cllr Parnes commented that if the Clerk is to check into the S106 could the town take a position on the illumination and advertising. Cllr Manby-Brown was not happy to make a decision on these matters yet. Cllr Manson suggested that the EWG could look into short term fixes for the other shelters. Cllr Poskitt said that urgent works were need to the Hensington Gate bus shelter and basic repairs are needed regardless of the outcome of this meeting. There was no seconder to progress the item to a vote so it was suggested it be brought back the next meeting with futher information. Item Deferred</p>
23/05/28 WTC	<p>18 - Pay and Display Machines in the Town Centre – Proposed Cllr Parnes Seconded Cllr Grant The report and following motion were discussed. <u>Motion to be Considered</u> The Town Council RESOLVES to write to the chief executive of Oxfordshire County Council to express WTC's disappointment in not being informed and consulted on final plans for locations of the parking charge meters in the town prior to their appearing on the streets, and seeking clarifications on whether the deployment of meters should be subject to planning consultation and planning consent especially bearing in mind the designated conservation area with the locations being among the most widely photographed landmark locations in the town, and raising concerns about proper access for the disabled. Cllr Parnes commented that there was no report on their locations. Cllr Poskitt advised that Cllr Lamb had was given delegation. Cllr Lamb said that she was not at the meeting when nominated. She then went on to say that a meeting about locations had taken place with OCC were they went through the location of each meter. Some locations were changed due to restrictions such as basements, legal and psychical issues such as the Sun, Cllr M Parkinson said he could accept the restrictions around locations but some locations are ridiculous. Cllr Parnes said that Councillors know the area better than the OCC team. Cllr Grant said the meter in the car park means stepping into the road and also thanked Cllr Lamb for getting the proposed one by the Stocks moved The motion was put to the vote and a name vote was requested. For 8 – Cllrs Addis, Bailey, Grant, Manby-Brown, Manson, M Parkinson, U Parkinson and Parnes Against 0</p>

	<p>Abstaining 2 – Cllrs Lamb and Poskitt</p> <p>Decision</p> <p>It was Agreed that the Council would write to the chief executive of Oxfordshire County Council to express WTC's disappointment in not being informed and consulted on final plans for locations of the parking charge meters in the town prior to their appearing on the streets, and seeking clarifications on whether the deployment of meters should be subject to planning consultation and planning consent especially bearing in mind the designated conservation area with the locations being among the most widely photographed landmark locations in the town, and raising concerns about proper access for the disabled</p>
23/05/29 WTC	<p>19 - Town Council Facebook Operation</p> <p>After a brief discussion it was suggested that Councillors call the Facebook Admin Councillors to report any problems.</p> <p>Cllr Parnes agreed to withdraw the motion.</p> <p>Motion Withdrawn</p>
23/05/30 WTC	<p>20 - Botley West Solar Farm</p> <p>Cllr Parnes provided an overview of the recent meeting of the group.</p> <p>The group have created a new leaflet. The group have also been looking into the financials and the sources of the projects funding. This has shown there is Russian money involved and they are hoping this might make Blenheim reconsider.</p> <p>There is a protest walk plan during the Blenheim Food Festival and starts from the Bladon Gate at 2pm</p>
23/05/31 WTC	<p>21 - Exclusion of Press and Public</p> <p>Not required</p>
23/05/32 WTC	<p>22 - To confirm the next meeting of Woodstock Town Council</p> <p>Date and time of next meeting was confirmed has 7pm on Tuesday 13th June 2023 at Woodstock Town Hall</p>
23/05/33 WTC	<p>23 - Close Meeting</p> <p>Meeting closed at 8.19pm</p>