

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 10 JUNE 2008  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr P Jay (Town Mayor)	
Cllr T Gardiner (Deputy Mayor)	
Cllr T Airey	Cllr C Carritt
Cllr J Cooper	Cllr A Glees
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr P Redpath	Cllr Mrs T Redpath
Cllr Mrs P Richardson	Cllr Mrs E Stokes
Cllr B Yoxall	

**ALSO IN ATTENDANCE:**

District Cllr Mrs J Dunsmore, Gerry Walters (Woodstock and Bladon News) and two members of the public.

**WTC/41/08 APOLOGIES FOR ABSENCE**

None

**WTC/42/08 DECLARATIONS OF INTEREST**

Cllr T Gardiner declared a Personal Interest in Agenda Item No. 8(d) Property Working Group, Minute 5 Appointment of Professional Bodies, as he was acquainted with VSL.

Cllr B Yoxall declared a Personal Interest in Agenda Item No. 36, 6 Park Street, as he was a friend of the tenants.

**WTC/43/08 MINUTES**

The Minutes of the Annual Meeting of the Town Council held on Tuesday 13 May 2008 were agreed and signed as a correct record, subject to the following amendment:

Minute WTC/17/2008(b)(vi) Tree Surgery – New Road Playground. Delete the wording and replace with the following “It was reported that a request had been received from the Woodstock Tennis and Bowls Club for a contribution of £235 (including VAT) towards the costs incurred in March 2007 for surgery to a Field Maple at the playground overhanging the club car park. The item had first been brought to the attention of the Council the previous October and the CMfE confirmed that work was required.

E mails had been exchanged but the club had carried out the work without – as they had promised – coming back to the Council for prior approval of costs.”

**WTC/44/08 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

District Cllr Mrs J Dunsmore advised the Council of a fraud operating in the area, whereby residents were being e-mailed and asked to reveal their credit card details in order to obtain a refund from the Inland Revenue.

**WTC/45/08**      **OUTSTANDING BUSINESS**

The item regarding the Woodstock Town Centre Bus Shelter Petition was deferred for consideration with the Bus Matters item on the Agenda (Minute WTC/64/08 refers).

**WTC/46/08**      **COMMUNICATIONS**

The Town Mayor reported that he had attended the AGM of the Woodstock Youth Club on 9 June 2008 when Cllr J Cooper had been elected as Chairman. The Club was still in need of a Treasurer.

**WTC/47/08**      **QUESTIONS**

None.

**WTC/48/08**      **REPORTS/PAPERS OF COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES**

(a) Mayor's Committee

The Council received the Minutes of the meeting of the Mayor's Committee held on Tuesday 13 May 2008.

(b) Finance Committee

The Council received the Minutes of the meetings of the Finance Committee held on Tuesday 13 May 2008 and Tuesday 27 May 2008.

The Statement of Accounts and the Annual Return were signed by the Town Mayor and the Town Clerk at the meeting of the Council.

**RESOLVED**

(i) that the Statement of Accounts and Annual Return be adopted by the Council;

(ii) that the report presented by Cllr P Redpath with regard to progress on the Mill Stream repairs and the TOE grant application be noted;

(iii) (By eight votes to four)

that the RFO, in consultation with the Chairman of Finance, Mayor and Deputy Mayor, prepare proposals for a review by the Council of the budget agreed the previous winter for the coming year, early in the new financial year, with a view to presenting to Council options for adjusting budgeted expenditure and revenue to take account of the impact of authorised expenditure carried forward from the previous year, of the slippage report and any other relevant information.

A Member requested that a named vote be recorded in respect of this decision, the outcome of which was as follows:

**FOR**

Cllr C Carritt  
Cllr A Glees  
Cllr T Gardiner  
Cllr Mrs E Jay  
Cllr P Jay  
Cllr Mrs P Richardson  
Cllr Mrs E Stokes  
Cllr B Yoxall

**AGAINST**

Cllr Mrs A Grant  
Cllr Mrs T Redpath  
Cllr T Airey  
Cllr P Redpath

**ABSTAIN**

Cllr J Cooper

Totals		
8	4	1

(iv) that, following the Council's agreement regarding the framework for Internal Control, the Chairman of Finance complete the Year Four Cycle of Councillor Involvement document with Member teams and circulate it to Members, accompanied by guidelines regarding the timetable, proposed teams, Internal Control tasks/check list together with details of procedures, whereby any Member unable to adhere to the timetable should make swap arrangements with another Member and advise details to the office.

(v) that the decision of Council to allow emergency works to the roof of the Town Hall to proceed be affirmed, to be funded initially from reserves.

(vi) that the Council consider how the expenditure on the works to the roof of the Town Hall shall be funded, whether from reserves or other savings in the budget for the present year, on the basis of a report to the July Council meeting, to be prepared by the RFO as best he is able without undue labour.

(c) Strategy Committee

The Council received the Minutes of the meeting of the Strategy Committee held on Tuesday 13 May 2008.

(d) Property Working Group

CLlr T Gardiner had declared a Personal Interest in respect of Minute No. 5, Appointment of Professional Bodies.

The Council received the Minutes of the meeting of the Property Working Group held on Tuesday 3 June 2008. The Checklist of Property Issues referred to in Minute 6 was circulated at the meeting.

A proposal that the recommendation regarding the sending of a letter to the Trustees of the Bowls and Tennis Club should be referred to the Mayor's Committee was defeated by six votes to four.

**RESOLVED**

(i) (By eleven votes to two)

that the Terms of Reference of the Property Working Group be adopted, subject to the deletion of the words "except where authority to take decisions has been delegated by the Council";

(ii) that the Town Clerk report to the Mayor's Committee on the current situation regarding the delegation of powers in the Environment and Property areas to approve budgeted expenditure;

(iii) that the Town Clerk write to Mr Selby of the Bowls and Tennis Club thanking him for his letter, reinforcing the excellent relationship with the Trustees and asking him to let the Council know any news of any alternative structure for the Club and how it would particularly affect Woodstock residents.

***WTC/49/08 REPORTS FROM OFFICERS OF THE COUNCIL***

(a) Town Clerk

Various items set out hereunder.

(b) Report of the Responsible Financial Officer – June 2008

- (i) List of payments for May 2008

**RESOLVED**

that the list of payments made in the month of May 2008 and amounting to £31,445.02 be received and approved

- (ii) Bank Reconciliation Statements (2) for May 2008

**RESOLVED**

That the Bank Reconciliation Statements for May 2008 be received and approved.

- (iii) Summary and Detailed Income & Expenditure Statements for May 2008

**RESOLVED**

That the Summary and Detailed Income & Expenditure Statements for May 2008 be received and approved.

- (iv) Annual Statement of Accounts and Annual Return

These issues were also covered in the Minutes of Finance Committee meeting held on 27 May 2008 (Minute WTC/48(b) refers).

**RESOLVED**

That the Revised Annual Statement of Accounts, the Annual Return, the report of Internal Auditor, and the revised Slippage Report for the year ended 31 March 2008 be received and adopted.

- (v) Proposed Budget 2009/10 Timetable

Please see minutes of Finance Committee meeting held on 27 May 2008

- (vi) Gas and Electricity

The report of the Responsible Financial Officer was noted.

- (vii) Community Centre – Ground Floor Room 2.

It was anticipated that the new lease would be completed on 10 June 2008.

- (viii) Community Centre – First Floor Room 3.

It was reported that Messrs Breckon and Breckon had introduced a new tenant, and subject to financial enquiries and contract it was hoped that the new lease would be in place immediately after vacation of the office by the existing tenant.

**WTC/50/08 SEALING OF DOCUMENTS**

None

**WTC/51/08 PROPOSALS OR RECOMMENDATIONS**

(a) Cllr B Yoxall

It was Proposed by Cllr B Yoxall, seconded by Cllr C Carritt and

**RESOLVED**

That, given that traffic speeds in the northbound direction on Oxford Street hill leading to the Causeway are excessive enough to meet the County Council criteria for installation of a Speed Reactive Sign, though not for County Council funding, Woodstock Town Council fund the provision of such a sign at an estimated cost of £2,000, the sign to be placed on lamp post no.59

It was reported that there was existing budgetary provision of £1500 for this work. The balance of £500 would be met by viring from the bus shelter refurbishment heading of the budget and by a consensus this was agreed.

(b) Cllr Mrs T Redpath

Cllr Mrs Redpath questioned the format of the “property working group agenda”. She was of the view that this body was acting as a Committee, despite its title. She reminded the Council of the short lived Committee arrangements for Property and Environment, which she felt had been successful.

A Member suggested that the Council could not properly consider this matter as it offended against the six month rule. It was Proposed

“That the Mayor’s Committee be asked to review all aspects of the current Committee system and that, if this offends against the provisions of Standing Order 36, then the matter be raised upon the expiry of the six month period.”

The Proposal was put to the meeting and was defeated.

**WTC/52/08 PLANNING**

(a) Applications

(i) Ref: 08/0731/P/S73

Non compliance with condition 2 of Planning Application 07/1656/P/FP to allow the use of blue slate roof tiles

2 Bear Close

Mr and Mrs Harvey

Decision: No comment.

(ii) (By ten votes to three)

Ref: 08/0779/P/FP

Conversion of dwelling to bed and breakfast

14 Hope House Oxford Street & 1 Hensington Road

Mr P Hageman

Decision: No comment.

(iii) Ref: 08/0780/P/LB

Internal and external alterations

14 Hope House Oxford Street & 1 Hensington Road

Mr P Hageman

Decision: No comment.

(iv) (By eight votes to two)

Ref: 08/0803/P/FP

Remove existing garage and erection of dwelling with integral garage.

Rear of 2-4 High Street

Mr and Mrs N Rumsey

Decision: No comment.

(v) Ref: 08/0857/P/FP

Removal of existing outhouse and erection of single storey side extension. Erection of second floor extension to rear elevation and re-site access.

70 Oxford Street

Trinity Properties Ltd

Decision: No comment.

(vi) that, if an application for development is re-submitted to Council, then the Agenda should recognize this in order that the subsequent decision does not contradict the first.

(b) Decisions

The Council received the list of decisions of the Uplands Planning Committee of West Oxfordshire District Council relating to Woodstock from 12 February 2008.

It was agreed by consensus that the Town Clerk should report back to Members as to whether the application described as 52 Hensington Road should have been no. 47.

(c) Possible Listing of Old GWR Railway Station

This matter had been on the Agenda for the meeting of the Property Working Group held on 22 April 2008, but had not been discussed owing to a quorum not being available. The matter had been discussed informally at the end of the Extraordinary meeting of Council on that same evening and a form of words proposed by Cllr B Yoxall was agreed for transmission to English Heritage. This set out the Town Council's position on this matter and sought English Heritage's view as to whether the former station buildings were worthy of listing. In the event, with the agreement of Cllr Yoxall, the wording had to be changed as Berkeley Homes were not willing to allow the Council to submit their report, or extracts from it, to English Heritage.

**RESOLVED** (By twelve votes to one)

That the informal decision to authorise the submission of the letter to English Heritage be ratified.

**WTC/53/08**

***RE-DEVELOPMENT OF THE YOUNG'S GARAGE SITE***

Following the presentation by Berkeley Homes to Members of the Council on Tuesday 3 June 2008, this matter was considered further. A draft letter supplied by Cllr T Gardiner was debated and various amendments were agreed, including the insertion of comments received from Dr. Becker of the Woodstock Surgery, reference to the Council's submission regarding the listing of the former GWR station, amending the break-down of the types of properties proposed for the site and deleting the second paragraph.

**RESOLVED** (By twelve votes to nil, with one Member abstaining)

- (a) That the letter, as amended, be sent to the District Council's Planning Department as this Council's initial views on this proposed scheme;
- (b) That the Council's thanks to Cllr Gardiner for drafting the original letter be recorded.

**WTC/54/08**      **CO-OPTION OF TOWN COUNCILLORS**

The Council received and considered a report of the Town Mayor and Town Clerk regarding the agreement of a reasoned case for submission to the District Council to support the decision taken at the meeting of the Council on 13 May 2008 that thirteen was the optimum number of Councillors for the Town Council. Members also received a letter drafted by the Town Mayor which sought to encapsulate the Town Council's views.

**RESOLVED** (By nine votes to four)

That the letter drafted by the Town Mayor be accepted and submitted to the District Council for consideration at the meeting of its Audit and General Purposes Committee on Thursday 26 June 2008.

**WTC/55/08**      **HONORARY TOWNS-MEN AND –WOMEN**

The Council had previously agreed that a report on this matter should be presented to the Mayor's Committee. As Mayor's Committee had not taken place owing to the lack of a quorum, the report of the Town Mayor was now submitted to Council.

**RESOLVED**

That the Scheme prepared by the Town Mayor be withdrawn for revision and re-submission to a future meeting.

**WTC/56/08**      **STRATEGY COMMITTEE**

At the Extraordinary meeting of the Council held on 22 April 2008 it had been resolved that, as the subject of "Planning for the Future" had not been put to the Strategy Committee for consideration, the new Council should consider whether there was a need for a Strategy Committee. This matter had been placed on the Agenda for the Annual Meeting of Council but had not been discussed.

Some Members of the Council were of the opinion that the Committee should be retained as it had not fulfilled its potential in this important area. Other Members were opposed to a Committee being able to consider important strategic issues, which should properly be the remit of Council.

During discussion on this item it became evident that the debate and determination of the item regarding the Property Working Group (Minute WTC/51(b)/08 refers) would not have offended against the six month rule. Cllr Mrs T Redpath requested that her concern at the Council being mis-lead in this way should be recorded.

**RESOLVED** (by six votes to five)

That the Strategy Committee be retained.

**WTC/57/08**      **WOODSTOCK CARNIVAL**

This matter was considered under the item in the Confidential Section of the Agenda.

**WTC/58/08**      **SAFETY OF GRAVE STONES AND MEMORIALS**

The Council had discussed the importance of a health and safety survey on the Memorial Stones at the Lawn Cemetery and the Hensington Road Cemetery in 2007. A figure of around £5000 had been given as a price guide by a memorial survey contractor. There was a budget provision for this.

**RESOLVED**

That the Council go out to tender with three contractors for a survey of the safety of the grave stones and memorials, as set out above.

**WTC/59/08      *EMPLOYMENT EQUALITY (AGE) ACT 2006***

At the Annual Meeting of the Council held on 13 May 2008, the Town Clerk had submitted a report on the above matter. It had been Resolved that consideration of this matter should be deferred in order that the Legal Topic Note provided by NALC could be distributed for consideration. This was now considered by Members.

**RESOLVED**

That age 65 be adopted by this Council as the default retirement age for the purposes of the Employment Equality (Age) Act 2006, but that the Council will consider applications from staff who wish to continue working after that age.

**WTC/60/08      *TREES IN NEW ROAD PLAYGROUND***

Further to previous consideration of this matter the Council received a report from the CMfE.

**RESOLVED**

That the Town Clerk write to the residents to obtain further information in order that the Town Council can determine this matter.

**WTC/61/08      *FIRE PRECAUTION WORKS – TOWN HALL***

At the meeting of the Council held on 13 May 2008 it had been decided to accept a quotation from ADT UK for the fitting of test switches to allow the proper testing of the emergency lighting system at the Town Hall. The quote for the supply and installation of emergency lights and illuminated exit signs had been deferred for the time being.

It was reported that ADT had drawn to the Council's attention its responsibility to provide a safe and illuminated escape route for the occupants of the building (staff or general public). The British Standard that applied was BS 5266. The existing emergency lighting would not meet the requirements of that standard and ADT strongly advised that the additional devices were fitted.

**RESOLVED**

That a further report on the cost of these works be submitted.

**WTC/62/08 *FLYING FLAGS FROM THE TOWN HALL ROOF***

Council was reminded that the flying of flags from the roof of the Town Hall had previously been undertaken by Ex-ClIrr Robert Edwards. He did not wish to continue after the end of June.

**RESOLVED**

- (a) that anyone taking on the task of flying flags should not be unaccompanied when they go on the roof;
- (b) that a list of two or three people, all living in the town, who can be called upon to undertake the task be drawn up;
- (c) that the office will ask one of these people to fly the flag on those days when it is necessary, with the Town Clerk acting as “second” man when he is in the office. When he is not around, one of the other people on the list could act as “second” person. In extremis, one person can do it provided someone else knows and can confirm safe return;
- (d) that the Town Clerk collate the list of volunteers prepared to undertake this duty and put the scheme into operation.

**WTC/63/08**      ***ITEMS STORED ON TOWN COUNCIL PREMISES BUT NOT IN ITS OWNERSHIP***

Council has previously requested that a schedule of items stored on Council premises but not in its ownership should be presented. This was now presented. The removal of unwanted items from the cellar of the Town Hall, following the Fire Risk Assessment, has been undertaken.

It was reported that some 20 round tables and 80 chairs stacked in the cellar nominally belong to Woodstock Live. They were apparently available for use by other groups. Woodstock Live wished to achieve some “hire fees” from users, where appropriate, as it ran on a “shoestring”.

**RESOLVED** (by eight votes to four)

that the report be received and no further action taken.

**WTC/64/08**      ***BUS MATTERS***

The Council received and considered a paper from Cllr B Yoxall about the need for a bus shelter in the town centre, the impending review of the Oxford – Woodstock/Charlbury/Chipping Norton services, his own observations of the user of the above bus services, and the need to contain subsidy on rural bus routes.

**RESOLVED** (By eight votes to two)

That options for future improvement of bus services and infrastructure continue to be explored by the Town Clerk in conjunction with Cllr Yoxall, Oxfordshire County Council and the bus operators, reporting to the Strategy Committee as appropriate

**WTC/65/08**      ***REVIEW OF SUBSIDISED BUS SERVICES – CHIPPING NORTON AND CHARLBURY AREA CONSULTATION***

The Council received and considered a letter from the County Council on this matter.

**RESOLVED**

That authority be delegated to the Town Clerk in conjunction with Cllr Yoxall to prepare a suitable response to the County Council consultation document on subsidized bus services for the Charlbury and Chipping Norton areas.

**WTC/66/08**      ***LOCAL COUNCIL LIAISON EVENT 2008***

**RESOLVED**

That Cllrs J Cooper and B Yoxall attend a liaison event involving the County Council, District Council and town and parish councils in West Oxfordshire is to be held on the evening of Monday 10 November in Witney, with the aim of strengthening the links between the three tiers of local government.

**WTC/67/08      *RESTORATION OF TABLE CENTRES AND ARMCHAIRS***

The Council received a quotation from Richard Andrews for the restoration of tables and chairs in the Mayor's Parlour, as follows:

Tables:

Restoration of table centres, replacement of missing main screws and tightening of legs and casters.

Per table: £90.

Chairs:

Restoration of two armchairs. Reglueing of loose joints and repolishing.

Per chair: £95.

Tables do be restored in situ, chairs in the workshop.

Total £370.

**RESOLVED**

That this matter be referred for consideration under the Early Review procedure.

**WTC/68/08      *SIR ROBERT COCKS CHARITY***

**RESOLVED**

That Cllr J Cooper be appointed as this Council's representative on the Sir Robert Cocks Charity.

**WTC/69/08      *CARNIVAL SUB-COMMITTEE***

**RESOLVED**

That Dr R Edwards, Mr N Tonks, Ms J Hatfield, Ms T Thomas, Mr M Thomas, Mr D Allen, Ms K Plumtree and Ms J Symcox be appointed as Non-Council Members of the Carnival Sub-Committee.

**WTC/70/08      *PUBLIC LIABILITY INSURANCE ARRANGEMENTS FOR CARNIVAL***

Further to consideration at the Annual Meeting of the Council held on 13 May 2008, a Risk Assessment agreed by the previous Carnival Committee was submitted and accepted by the Council.

The Council considered the latest situation with regard to insurance arrangements. It was generally accepted that the situation had become over complicated and that different arrangements might be necessary for future years.

**RESOLVED**

That enquiries be made of Zurich Insurance as to whether the Town Council is covered against all liabilities arising out of the Carnival. If the answer is affirmative, then the arrangements may continue as planned. If the Council is exposed to any uninsured liability, then the Council should pay any additional premium to resolve this matter and recover this sum from the previous Carnival Committee in accordance with their previous undertaking.

***WTC/71/08      REPLACEMENT OF EXTERNAL DOUBLE DOORS TO COMMUNITY CENTRE***

It was reported that only one quotation had been received for these works and it was

**RESOLVED**

That consideration of this matter be deferred.

***WTC/72/08      CIVIC ANNOUNCEMENTS***

None.

***WTC/73/08      EXCLUSION OF THE PUBLIC AND PRESS***

**RESOLVED**

That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

***WTC/74/08      SENIOR ADMINISTRATIVE ASSISTANT – ATTENDANCE AT EVENING MEETINGS***

**RESOLVED**

That the Senior Administrative Assistant be paid at the overtime rate in respect of her attendance at the forthcoming Mayor's Committee meeting.

***WTC/75/08      RETENTION OF CONSULTANT FOR PLANNING FOR THE FUTURE***

**RESOLVED**

That further to the previous decision of the Council to retain the services of Mr Nik Lyzba of JPPC as its professional consultant in connection with the Planning for the Future consultation, the fees to be charged and the Terms of Business submitted to the meeting be accepted, subject to a budget limit of £1,000 in the first instance.

***WTC/76/08      AGREEMENT FOR USE OF COBBLES BY LE GALLERIA RESTAURANT***

The Town Clerk reported on his discussions with the Proprietor of the Le Galleria restaurant regarding the renewal of the agreement for the location of tables on the Council's cobbles adjacent to the Town Hall for al fresco dining.

It was agreed that further investigations be undertaken.

***WTC/77/08      ELECTRICAL FIXED WIRING INSPECTION AND TEST***

The Council was advised that there were Health and Safety requirements for the Council to maintain all electrical systems at its premises to a safe standard. The Council had to have an inspection and test of its electrical fixed wiring once every three years as the Town Hall and the Community Centre were licensed for Public Entertainments. SEC Ltd had submitted a quotation for the carrying out of the works, details of which were reported at the meeting.

**RESOLVED**

That the quotation submitted by SEC Ltd be accepted.

**WTC/78/08**    ***RENT REVIEWS – 24 MARKET PLACE AND 6 PARK STREET***

Cllr B Yoxall had declared a Personal Interest in that part of this item relating to 6 Park Street.

The Council received an oral updating report on this matter. The Council authorised further action in accordance with the recommendations.

**WTC/79/08**    ***4 MARKET STREET***

The Council received an oral updating report and authorised further action in accordance with the recommendations.

The meeting rose at 10.40pm