

**MINUTES OF THE ANNUAL MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 13 MAY 2008  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

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

**ALSO IN ATTENDANCE:**

Hon Townsman John Banbury, County and District Cllr Ian Hudspeth, Mr Howard Morris (Woodstock and Bladon News) and twelve members of the public.

**WTC/1/08      ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr C Carritt opened the Annual Meeting of the Council, and called for nominations for the election of a new Town Mayor.

Cllr Carritt then MOVED, seconded by Cllr Mrs P Richardson

That Cllr J Cooper be elected as Town Mayor of Woodstock.

It was then MOVED by Cllr T Gardiner, seconded by Cllr P Redpath

That Cllr P Jay be elected as Town Mayor of Woodstock.

Cllrs Carritt and Mrs Richardson then spoke to stress the attributes of Cllr Cooper, whilst Cllrs Gardiner and Redpath did likewise for Cllr Jay. Cllr Yoxall advised the Council of the qualities that he hoped the new Town Mayor would possess.

Members were then requested to vote as to who should be elected as Town Mayor. The voting, by a show of hands, was

FOR Cllr Cooper	5
FOR Cllr Jay	7

**RESOLVED**

That Cllr P Jay be elected to serve as Town Mayor of Woodstock until the Annual Meeting of the Council in May 2009.

Cllr P Jay then signed the Declaration of Acceptance of Office and accepted the Chain of Office from the outgoing Mayor. He thanked the Town Council for the honour that it had done him by electing him as Town Mayor and he outlined his aspirations for the future. Cllr Jay made special mention of Cllrs Cooper and Yoxall and paid tribute to the previous Mayor, Cllr Carritt. He thanked those previous Members who had not sought re-election and proposed that the possibility of appointing three of them as Honorary Townsman should be investigated, asking that the Clerk place the matter on the agenda of the Mayor's Committee and of the Council.

Cllr C Carritt addressed the Council on his two year term of office as Town Mayor.

**WTC/2/08**      ***APOLOGIES FOR ABSENCE***

Apologies for absence were received from Cllr A Glees and District Cllr Mrs J Dunsmore.

**WTC/3/08**      ***FILLING OF VACANCIES LEFT UNFILLED AT THE ELECTION BY REASON OF INSUFFICIENT NOMINATIONS***

Considered under Minute WTC/21/08 below.

**WTC/4/08**      ***TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED***

The Town Clerk reported that all Declarations of Acceptance of Office had been received.

**WTC/5/08**      ***ELECTION OF DEPUTY TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE***

It was **MOVED** by Cllr P Jay, seconded by Cllr Mrs A Grant

That Cllr T Gardiner be elected as Deputy Mayor of the Town Council.

It was **MOVED** by Cllr Carritt, seconded by Cllr Mrs Stokes

That Cllr B Yoxall be elected as Deputy Mayor of the Town Council.

After receiving speeches in favour of both of the candidates, Members were requested to vote as to who should be elected as Deputy Mayor. The voting, by way of a show of hands, was

FOR Cllr T Gardiner	7
FOR Cllr B Yoxall	4

**RESOLVED**

That Cllr T Gardiner be elected to serve as Deputy Mayor of Woodstock until the Annual Meeting of the Town Council in May 2009.

Cllr Gardiner then signed the Declaration of Acceptance of Office.

**WTC/6/08**      ***ELECTION OF THE COUNCIL MEMBER FOR PROPERTY AND THE COUNCIL MEMBER FOR ENVIRONMENT***

It was **MOVED** by Cllr T Gardiner, seconded by Cllr Mrs Grant and

**RESOLVED**

That Cllr B Yoxall be elected as Council Member for Property (CMfP).

It was then **MOVED** by Cllr Mrs T Redpath, seconded by Cllr Airey

That Cllr P Redpath be elected as Council Member for Environment.

It was **MOVED** by Cllr Carritt, seconded by Cllr Mrs Stokes

That Cllr Mrs P Richardson be elected as Council Member for Environment.

Members were then requested to vote as to who should be elected as the Council Member for Environment. The voting, by a show of hands, was

FOR Cllr P Redpath	8
FOR Cllr Mrs P Richardson	4

**RESOLVED**

That Cllr P Redpath be elected as Council Member for Environment (CMfE).

**WTC/7/08**     ***ELECTIONS FOR APPOINTMENT OF COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO SERVE ON OUTSIDE BODIES***

The Town Council received and considered a Schedule setting out Members preferences as to which Committees and Working Groups, and Outside Bodies they wished to serve on.

Consideration of the appointment of Members to serve on a new Carnival Sub-Committee was deferred (Minute WTC/19/08 hereunder refers).

Four nominations had been received for three vacancies on the Traffic Advisory Committee. A vote was conducted in accordance with the provisions of Standing Order 37 and Cllrs Carritt, Cooper and P Redpath were appointed.

**RESOLVED**

That Members be appointed to serve on Committees, Working Groups and Outside Bodies as set out in the Schedule attached as an Appendix to these Minutes.

The Council then adjourned in order to allow meetings of Committees to take place to elect their Chairmen. Following the completion of that business, the meeting of the Town Council re-convened.

**WTC/8/2008**     ***TO RECEIVE DECLARATIONS OF INTEREST***

Cllr Mrs A Grant declared a Prejudicial Interest in Agenda Item no. 20(d) - 08/0608/P/FP – Erection of extension etc at 47 Hensington Road, as she was a joint owner of an adjacent property.

Cllr T Gardiner declared a Personal Interest in Agenda Item no. 32 – Recreation Ground Lease – as his wife was a member of the Bowls and Tennis Club.

Cllr Mrs A Grant declared a Personal Interest in Agenda Item no. 38 – Environmental Warden/Manual Staff.

Cllr B Yoxall declared a Personal Interest in Agenda Item no. 39 – 6 Park Street – as he was a friend of the tenants.

**WTC/9/2008**     ***APPOINTMENT OF PROFESSIONAL BODIES***

**RESOLVED**

(a) that the following professional appointments be made:

- |                             |                        |
|-----------------------------|------------------------|
| (i) Solicitors:             | Henmans                |
| (ii) Architects/ Surveyors: | Montgomery Partnership |
|                             | Hall and Ensom         |
|                             | Mark Baker FRICS       |

(iii) Bankers: Barclays Bank plc  
(iv) Insurers: Zurich Municipal  
(v) Internal Auditor: Roger Symes

(b) that further investigations be undertaken by the Property Working Group in conjunction with the Town Mayor and the Town Clerk into the appointment of Architects and Surveyors.

**WTC/10/2008 *STANDING ORDERS AND FINANCIAL REGULATIONS***

**RESOLVED**

That Standing Orders and Financial Regulations dated December 2007 be used at Council, Committee and Working Group meetings.

**WTC/11/2008 *MINUTES***

The Minutes of the meeting of the Town Council held on Tuesday 8 April 2008 were agreed and signed as a correct record subject to the following amendments:

Minute WTC/345/07 – Woodstock Town Centre Bus Shelter Petition – Insert the word “Some” at the beginning of the second paragraph. Insert the words “Other Members considered that” at the beginning of the second sentence of the second paragraph.

The Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 22 April 2008 were agreed and signed as a correct record.

**RESOLVED**

That the Mayor’s Committee be requested to consider formulating a policy on Minutes, stipulating how far they should record opinions’ expressed if these were not needed to explain the decisions taken..

**WTC/12/2008 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

Hon Townsman John Banbury paid tribute to Ann Cooper, Robert Edwards and Ian Lenagan who had not stood for re-election to the Town Council. The town had benefited from their work.

The Town Mayor, Cllr P Jay, congratulated Cllr I Hudspeth on his re-election as a District Councillor for Woodstock and Bladon Ward. Cllr Hudspeth spoke of his honour at being re-elected and offered to answer questions. He agreed to speak further with Cllr Mrs Jay regarding the A40/A44 link.

**WTC/13/2008 *OUTSTANDING BUSINESS***

None.

**WTC/14/2008 *COMMUNICATIONS***

None.

**WTC/15/2008 *QUESTIONS***

None.

**WTC/16/2008 *REPORTS/PAPERS OF COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES***

(a) Speed Reactive Signs

The Council received the notes of a meeting between representatives of the Town and County Councils held on 23 April 2008.

(b) Traffic Advisory Committee

The Council received the Minutes of the meeting of the Traffic Advisory Committee held on 23 April 2008

With regard to the item on Hoggrove Steps, the District Council's Conservation Officer had stated that he agreed entirely with the comments about the recycled plastic handrail. If a rail was absolutely required, a slim metal design might be appropriate but, if it was unnecessary, it should be dispensed with completely.

**WTC/17/2008 REPORTS FROM OFFICERS OF THE COUNCIL**

(a) Town Clerk

Various items set out hereunder.

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

(i) List of payments for April 2008

The Council received the list of payments for April 2008.

(ii) Bank Reconciliation Statements (2) for April 2008

The Council received the Bank Reconciliation Statements for April 2008.

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

The Council received the Summary and Detailed Income Statements for April 2008.

iv) Summary and Detailed Income & Expenditure Statements for March 2008

These figures had now been completed for the financial year just ended and, subject to Audit, form the basis of the year's Annual Statement of Accounts.

It was intended that the Internal Audit would be completed during May with a view to submitting the Statement of Accounts and Annual Return to an early Finance Committee meeting before being presented to Council at the June meeting. The final date for submission of the Annual Return was 31 July 2008.

(x) Property Valuations

A Local Council Briefing from BDO Stoy Hayward, External Auditors had advised that "If a smaller relevant body had deemed it necessary to obtain a professional valuation of certain assets, a reassessment should be undertaken at least once very five years". The last valuation of the Council's property portfolio was completed in June 2003. Wilsons Commercial had indicated a cost of £350 plus VAT to update valuations.

**RESOLVED**

that Wilsons Commercial are instructed to provide updated valuations on the Council's property portfolio

(vi) Tree Surgery – New Road Playground

It was reported that a request has been received from the Woodstock Tennis and Bowls Club for a Contribution of £235 (including VAT) towards the cost 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. Emails 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.

**RESOLVED** (by six votes to four).

That payment of £235.00 to Woodstock Tennis and Bowls Club be agreed.

(vii) Community Centre – First Floor Room 3.

It was reported that Messrs Breckon and Breckon had found a new tenant for this room. Terms were unchanged and it was hoped that there would be no break between tenancies.

(viii) Subscriptions

The Council received and considered a list of subscriptions paid by the Council in the 2007/08 financial year.

**RESOLVED**

- (a) That, with the exception of the subscriptions set out in (b) hereunder, the renewal of these subscriptions for 2008/09 be agreed:
- (b) That a further report be presented to explain why subscriptions are made to both NALC and OALC.

(ix) Insurance

The Council received a report from the Responsible Financial Officer.

**RESOLVED**

That the Council renew its existing cover, subject to a small increase in the level of Fidelity Insurance, a recommendation from the Internal Auditor and in a BDO Stoy Hayward briefing, with Zurich Municipal on a five year agreement.

(x) Financial Services Compensation Scheme

Members noted that a briefing has been received from NALC advising Councils that they would not be covered by the above scheme for losses on moneys deposited with a bank of other financial institution. The scheme offered protection only to personal account holders in respect of any losses which might arise due to the default of a Financial Institution.

**WTC/18/2008 SEALING OF DOCUMENTS**

**RESOLVED**

That the sealing of the lease of Room 2, Ground Floor, Community Centre, the terms of which have been approved previously, be approved.

### **WTC/19/2008 PROPOSALS OR RECOMMENDATIONS**

, Cllr C Carritt presented a Proposal, amended with the agreement of Council, as follows:

“That in the interests of protecting the good causes for which the Woodstock Carnival Committee so strenuously strive, and recognising that a public liability premium would be crippling to these objectives, Woodstock Town Council agrees to be named as the event organiser and to carry the public liability risk.

To satisfy the requirements of the Council’s Insurers it is proposed that the Carnival Committee be formed as a sub-committee of the Mayor’s Committee. The present Carnival Committee has given its provisional agreement to this arrangement.

This decision to be conditional upon:-

- a) any additional premium demanded by Zurich Municipal, over and above its standard requirement, being met by funds held by the present Carnival Committee.
- b) that a full risk assessment be presented to Council by the Carnival Sub-Committee early in June and that the Carnival Sub-Committee respond to any special measures reasonably requested by the Council.
- c) that acknowledgement of the Council's decision in this regard is made in the Carnival's published programme.
- d) that this proposal is reviewed in the light of this year’s event for future consideration;
- e) that all routine matters relating to the carnival continue to be managed by the Carnival Sub-Committee such that the minimum additional burden falls upon the town hall staff.”

The Council debated this matter at length. An alternative suggestion that the Town Council should underwrite the cost of the insurance premium that would have to be paid by the existing Carnival Committee, less £250, was debated. It was finally

### **RESOLVED**

That the Council for one year only establish a Sub-Committee of the Mayor’s Committee, to be known as the Carnival Sub-Committee, comprising the Mayor, Deputy Mayor and the Chairman of Finance Committee, plus the existing members of the Carnival Committee, the Sub-Committee to be responsible on behalf of the Council, and subject to its Standing Orders and Financial Regulations, for the organization of the Carnival on the basis that the net effect on the Council’s budget for this year will be zero, as set out in Cllr Carritt’s proposal.

### **WTC/20/2008 PLANNING APPLICATIONS**

(a) Ref: 08/0594/P/FP

Alterations and erection of two storey side extension (to allow ground floor windows to be raised and insertion of first floor dormer windows)

8 Glyme Close

Mr David Leach

Decision: No comment

(b) Ref: 08/0606/P/FP

Installation of a satellite dish on front elevation

38-40 High Street

Co-operative Retail Services  
Decision: Object to it being placed on the front elevation.

(c) Ref: 08/0607/P/LB  
Alterations to install a satellite dish on front elevation  
38-40 High Street  
Co-operative Retail Services  
Decision: Object to it being placed on the front elevation.

(d) Ref: 08/0608/P/FP  
Cllr Mrs A Grant had declared a Prejudicial Interest in this application. She left the room and took no part in the debate or the decision on the application.  
Erection of single storey extension and dormer window to rear elevation.  
47 Hensington Road  
Mr P Cain  
Decision: Flat dormer to be made into a gable end, as at no. 23.

(e) Ref: 08/0612/P/FP  
Alterations and erection of two storey rear extension  
26B Brook Hill  
Mr W Smith  
Decision: No comment.

(f) Ref: 08/0656/P/FP  
Alterations and erection of two storey extension (To allow the insertion of two dormer windows to rear and roof lights to side elevations)  
2 Vermont Drive  
Mr J Shaw  
Decision: Object. Overdevelopment of the site. This has been taking place over a long period of time to the detriment of the local environment and the local community.

#### ***WTC/21/2008 CO-OPTION OF NEW COUNCILLORS***

As a result of the recent election process, only thirteen Councillors had been elected to serve on the Town Council. That left three vacancies. The Council now received and considered the report of the Town Clerk which set out the options available to the Council.

It was **MOVED** by Cllr Carritt, seconded by Cllr Yoxall

That we seek to co-opt members to the Town Council but that the District Council be advised that at the next review we want the Council to be re-constituted with twelve Members.

This Proposal was put to the meeting and was defeated by seven votes to four. After further discussion it was

**RESOLVED** (by seven votes to three)

That the Town Council concludes that thirteen is the optimum number of Councillors and requests the Mayor's Committee to develop a reasoned case for submission to the District Council after approval by Council.

#### ***WTC/22/2008 CALENDAR OF MEETINGS 2008/09***

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



That the draft Calendar of Meetings for 2008/09 presented to the meeting be approved, subject to the deletion of the meeting of the Council scheduled for August 2008.

**WTC/23/2008 *INDUCTION EVENING***

**RESOLVED**

That an induction evening be arranged for new Members of the Council, with re-elected Members being welcome to attend if they wish.

**WTC/24/2008 *EMPLOYMENT EQUALITY (AGE) ACT 2006***

**RESOLVED**

That consideration of this matter be deferred in order that the Legal Topic Note provided by NALC can be distributed for consideration.

**WTC/25/2008 *INTERNAL CONTROL, INTERNAL AUDIT AND RISK ASSESSMENT SYSTEMS***

At the meeting of the Town Council held on 8 April 2008, the report of the Working Party on Internal Control, Internal Audit and Risk Assessment had been received and considered. The Council had resolved that the report be commended to the new Council for adoption and action thereafter.

**RESOLVED**

- (a) That the report of the Working Party be adopted;
- (b) That the RFO starts compiling teams and provide each Member with a check list as to what they are expected to do.

**WTC/26/2008 *WOODSTOCK TOWN CENTRE BUS SHELTER PETITION***

Consideration of this matter was deferred to the next meeting of the Council.

**WTC/27/2008 *CONSULTATION ON BUS STRATEGY***

The County Council was considering changes to its policies on arranging, reviewing and managing bus services which it funded. It was consulting on the proposed changes. Comments had to be submitted by 6 June. Parish Transport Representatives were being consulted directly, and it was

**RESOLVED**

That any response from this Council be delegated to the Town Clerk in consultation with the Council's Transport Representatives.

**WTC/28/2008 *TOWN HALL ROOFING WORKS***

It was reported that quotations had been received for the necessary works to the roof of the Town Hall as follows:

Tenderers (in alphabetical order)  
Abbey Roofing  
Country Roofing and Building Contractors  
Everest Roofing

Quotations (in ascending order)

£11,400.00  
£13,315.00  
£18,108.00

There was no budgetary provision for these unexpected works.

**RESOLVED**

- (a) That the quotation received from Country Roofing and Building Contractors in the sum of £11,400 be accepted;
- (b) That the Finance Committee be invited to consider how this shall be funded and to recommend Council accordingly.

**WTC/29/2008 TOWN HALL, DISABLED WC**

Receipt of a letter from Robert Montgomery, the Council's Consultant Architect, setting out an approximate costing of £50,000 for the scheme to provide a disabled wc at the Town Hall was reported. The Council agreed that this cost was prohibitive and it was

**RESOLVED**

- (a) that the scheme be not progressed;
- (b) that Robert Montgomery be requested to re-submit proposals for the provision of a disabled toilet in the Muniments Room at an approximate cost of £16,000.

**WTC/30/2008 FIRE PRECAUTIONS, COMMUNITY CENTRE AND TOWN HALL**

The Council received and considered a report of the Town Clerk which detailed fire precaution works that had been recommended following inspections of the Town Hall and the Community Centre.

**RESOLVED**

- (a) that the quotation supplied by Chubb Fire and Security to supply and install three additional sounders and two key switches for emergency lights at the Community Centre at cost of £792.40 be accepted;
- (b) that the quotation submitted by ADT in the sum of £636.36 for the provision of three test key switches for the emergency lights at the Town Hall be accepted;
- (c) that consideration of the quotation for the provision of emergency lights and illuminated exit signs at the Town Hall be deferred.

**WTC/31/2008 NEW ROAD PLAY AREA**

It was reported that a resident of New Road had written asking whether a dead tree in the New Road Play Area could be removed so that the area was made safe.

**RESOLVED**

That the CMfE inspect the area and report to the next meeting of Council, with photographs.

**WTC/32/2008 RECREATION GROUND LEASE**

Cllr T Gardiner had declared a Personal Interest in this item.

It was reported that a letter had been received from Henmans reminding the Council that the lease of the recreation ground was due to expire on 31 December 2009.

**RESOLVED**

that the Town Clerk deal with this matter and report back to Council.

**WTC/33/2008 GREEN LANE CEMETERY**

It was reported that settlement appeared to have taken place at a grave at the Lawn Cemetery. This may have caused the headstone to lean to one side.

Attention had been drawn to a number of mini-trees that had been planted in the cemetery. The relevant provision in the Cemetery Regulations was reported.

It was reported that Mrs P Boon had asked whether the Council would allow her to erect a bird table in the Cemetery in memory of her late father who was buried there.

**RESOLVED**

- (a) that the Environmental Warden be requested to build up the level of the grave and re-seed it;
- (b) that the owner of the grave be advised of the Council's proposed actions and that the stability of the headstone be checked in the 2008 safety survey;
- (c) that the Town Clerk contact the owners of graves where mini-trees are located in order to resolve these issues;
- (c) that Mrs P Boon be thanked for her very kind offer but be asked to consider the provision of a commemorative seat rather than a bird table.

**WTC/34/2008 PARKING AT LAWN CEMETERY**

It was reported that a letter had been received from a member of the public expressing concern at cars parking in the turning circle outside the Lawn Cemetery. This was making it very difficult for cars to turn and exit the road. It had been suggested that Oxfordshire County Council erect a "Turning Area – No Parking" sign to alleviate this problem.

Upon the clerk having written to Oxfordshire County Council it had transpired that, as this area was unadopted, it was not their responsibility to erect a sign.

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

- (a) that the Town Council do arrange for the supply and erection of a suitable sign;
- (b) that the Town Clerk do draft the wording to go on the sign.

**WTC/35/2008 COTSWOLD LINE REDOUBLING PROJECT**

**RESOLVED**

That a letter be sent to the Ministry of Transport supporting the Cotswold Line Redoubling Project.

**WTC/36/2008 CIVIC ANNOUNCEMENTS**

None

**WTC/37/2008 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.

The meeting rose at 10.40pm