

**MINUTES OF THE RE-CONVENED MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 15 JANUARY 2008  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr C Carritt (Town Mayor)	
Cllr J Cooper	Cllr Mrs J Dunsmore
Cllr W R Edwards	Cllr T Gardiner
Cllr Mrs A Grant	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr B Yoxall	

**WTC/249/07 APOLOGIES**

Apologies for absence were received from Cllrs Mrs A Cooper, Mrs S Hazell, P Jay and I Lenagan.

**WTC/250/07 DECLARATIONS OF INTEREST**

Cllr Mrs J Dunsmore declared a personal interest in Agenda item 20, Remembrance Sunday ó No Parking Order.

**WTC/251/07 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/252/07 ADMINISTRATIVE ASSISTANT**

Further to resolution (c) of Minute 207 of the meeting of the Council held on 11 December 2007, the Council received and considered a draft Job Description for the new post of Administrative Assistant and discussed a starting salary point.

The person appointed to this post would initially work for twelve hours a week and the Council agreed that it would be impossible for anyone to carry out all of the duties in the Job Description in that amount of time. The Job Description should therefore be seen as a longer term aspiration. Certain amendments were agreed to the Job Description and it was

**RESOLVED**

- (a) (By eight votes to none with two abstentions)  
that the Job Description set out as an Appendix to these Minutes be adopted;
- (b) (By five votes to four with one abstention)  
that the salary column point for this new post be set at SCP16, £15,842 per annum, pro rata for 12 hours a week.

The Council then went back into Open Session for the remainder of the meeting.

**WTC/253/07 SIX MONTH TRIAL OF STARTING TIME OF PRESENTATIONS**

In mid-2007 it had been decided that all presentations from outside bodies at meetings of the Council should take place at 7.30pm for a trial period of six months. Previously these had commenced at 7pm., but some Members had found it difficult to attend at that time due to work commitments. Members were invited to consider whether the new starting time had been successful.

It was MOVED by Cllr B Yoxall, seconded by Cllr Mrs J Dunsmore

- (a) that in future all presentations to the Council commence at 7.15pm;
- (b) that it be agreed that it is not appropriate to timetable items for consideration after 10.30pm, that this should only happen as an exception, and that two meetings of the Council be held each month, if necessary.

The proposals were put to the meeting. Proposal (a) was adopted by seven votes to two, with one abstention. Proposal (b) was defeated by seven votes to two, with one abstention.

**RESOLVED**

that in future all presentations to the Council commence at 7.15pm

**WTC/254/07 COMMUNITY CENTRE HEATING**

Members were reminded that at its last meeting on 30 October 2007, the Property Committee had received a report from Darrell Marchand on heating at the Community Centre. It had been decided that consideration of this report should be deferred to another meeting. As there would be no further meetings of the Committee, the report was brought to this meeting of the Council.

It was agreed that there were certain short term issues within the report that could be determined by this Council, whereas other issues should be regarded as long term issues to be discussed by the new Council as part of the budgetary process for 2009/10.

With regard to the recommendation on lighting, a Member voiced concerns at the amount of wiring present during the Pantomime each year and suggested that, when the ceiling was replaced, steps should be taken to minimise this.

**RESOLVED**

- (a) that the following proposals be agreed for implementation straight away:
  - (i) the locations of meters, isolating valves and switches to be documented and kept on site;
  - (ii) the Town Council shall join a buying consortium in order to ensure that the prices being paid for energy are reasonable;
  - (iii) (By six votes to two)  
Seasonal film be applied to windows to reduce heat loss and improve comfort conditions;

(iv) gaps around windows and external doors to be sealed. A draught excluder to be installed to the post slot. A door closer to be installed to the external side door.

(v) (By eight votes to one)

The boiler be switched to hot-water-only option outside the heating season. The timer in the bar be replaced by one that has a seven-day facility, with several on-off options per day, and to be set up to match the use of the building so that the boiler only operates when there is going to be demand. A heating engineer to be consulted as to whether a seven-day timer that can separately control heating and hot water demand times is compatible with the internal boiler controls; if so, then a dual-facility timer should be installed.

(b) that the following proposals be deferred for consideration as part of the budgetary discussions for 2009/10:

(i) that, if the windows at the Community Centre are not to be replaced in the near future, the installation of secondary glazing panels for the heating season be considered

(ii) that a site survey be arranged of the lighting for the property to assess whether a retrofit upgrade is suitable and what the costs and benefits would be.

***WTC/255/07 DAMAGE TO SEAT, TOWN SQUARE***

**RESOLVED**

That the quotation submitted by Mr D Trim in the sum of £148 for the repair and re-installation of the seat on the Town Square be accepted.

***WTC/256/07 DEPTH OF GRAVES***

Further to Minute 213(b) of the last meeting, it was reported that the Cemetery Regulations, which were now some 20 years old, stipulated as follows with regard to the depth of graves:

ōThe initial burial in any plot shall be at a depth of not less than seven feet six inches and the second burial at a depth of not less than five feet six inches.ö

This had been amended to a minimum of five feet last year for single graves and recently to four feet. The Council did not permit the digging of double graves.

The Town Clerk reported that a depth of at least four feet is permissible.

**RESOLVED**

That the Cemetery Regulations be amended to require the depth of graves to be at least four feet.

***WTC/257/07 MAINTENANCE OF THE WAR MEMORIAL***

At the last meeting of the Council it was agreed that the Town Clerk should provide Council with a report on the arrangements in place regarding the maintenance of the War Memorial and its management and control.

The meeting received a report and requested further information for consideration at the next meeting.

***WTC/258/07 REMEMBRANCE SUNDAY – NO PARKING ORDER***

Cllr Mrs J Dunsmore declared a personal interest in this matter.

As part of the arrangements for the annual Remembrance Day Service and Parade, the District Council made an Order under the Town Police Clauses Act 1847 to close streets in the town centre from 10am to 12 noon. The Order was enforced by the local Police. However, in a letter from the District Council to the Council in 2007 it was stated "the Thames Valley Police have asked that you be made aware that the event should not be reliant upon the attendance of Thames Valley Police, which would only be as a consequence of core policing activities".

The Clerk to Witney Town Council had met with Sgt Scott Evans from Thames Valley Police who was insistent that Witney Town Council needed to get a No Parking Order as well as the Road Closure Order in the future. This Town Council had not received such an approach but it was thought that the principle could well be applied in Woodstock as well.

There was a cost in the region of £350 in getting a No Parking Order via the County Council. Sgt Evans had suggested that it was possible for Town and Parish Councils who needed them to join together in order to split the cost. Witney Town Council had asked whether this Town Council would be interested in joining forces with them if this was the case.

**RESOLVED**

- (a) that the Town Mayor and the Town Clerk discuss this matter further with Witney Town Council and other Town/Parish Councils that might be in a similar situation;
- (b) that the possibility of including the Street Fair in the No Parking Order be investigated also.

***WTC/259/07 ANNUAL MEETING OF THE COUNCIL, 2008***

**RESOLVED**

that the Annual Meeting of the Council in 2008 shall be held on Tuesday 13 May.

***WTC/260/07 CIVIC ANNOUNCEMENTS***

The Town Mayor reported that the Carol Service had collected £200 for the local Air Ambulance service. A further £50 had been donated from the Mayor's Charity account.

A donation of £50 had also been made to the Oxfordshire Carers' Forum.

Meeting rose at 9pm.

Signed í í í í í í í í í í í í ..

Date í í í í í í í í í í í í í