

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 9 JUNE 2009  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

|                         |                                |
|-------------------------|--------------------------------|
| Cllr P Jay (Town Mayor) | Cllr T Gardiner (Deputy Mayor) |
| Cllr J Cooper           | Cllr Mrs V Edwards             |
| Cllr A Glees            | Cllr Mrs A Grant               |
| Cllr G Myatt            | Cllr E Poskitt                 |
| Cllr P Redpath          | Cllr Mrs T Redpath             |
| Cllr Mrs P Richardson   | Cllr Mrs E Stokes              |
| Cllr I Thomas           | Cllr B Yoxall                  |

**ALSO IN ATTENDANCE:**

Four members of the public.

**WTC/30/09 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs C Carritt and Mrs E Jay, County Cllr I Hudspeth and District Cllr Mrs J Dunsmore.

**WTC/31/09 DECLARATIONS OF INTEREST**

Cllr P Redpath declared a Prejudicial Interest in respect of Agenda item no. 26, Repair of Chair, Mayor's Parlour, as he had undertaken the work.

**WTC/32/09 MINUTES**

The Minutes of the Annual Meeting of the Town Council held on Tuesday 12 May 2009 were approved and signed as a correct record subject to the following amendment:

Minute WTC/9/09, Minutes, final line. "Mr Matthey-Chase" to read "Mr Massey-Chase".

**WTC/33/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

None.

**WTC/34/09 OUTSTANDING BUSINESS**

None.

**WTC/35/09 COMMUNICATIONS**

It was reported that Canon Roger Humphries would be leaving St Mary Magdalene's Church in July and details of his final services were announced. It was suggested that the Town Council might wish to entertain him and his wife at a Civic sherry evening.

Mr Michael Upham, the Responsible Financial Officer, was presented with a painting of the centre of Woodstock to mark his retirement from the Council. Members expressed their gratitude to Mr Upham for the services that he had rendered to the Council and the community, and he responded appropriately.

**WTC/36/09 QUESTIONS**

None.

**WTC/37/09      *APPLICATION FOR PLANNING PERMISSION – ERECTION OF FLOODLIGHTS, OLD WOODSTOCK TOWN FOOTBALL CLUB***

It was reported that the Uplands Planning Sub-Committee had refused to grant planning permission for this development, for reasons to be reported.

**RESOLVED** (With Cllr Mrs Stokes voting against)

That the Town Council thank County Cllr I Hudspeth and District Cllr Mrs J Dunsmore for their support in objecting to this application.

**WTC/38/09      *LEISURE AND TOURISM STRATEGY***

The Council received and considered a report from Cllr B Yoxall. During discussion on this matter it was agreed that Cllr Yoxall would investigate the question of opening the car parking facilities at the Marlborough School, if the FarmersøMarket was to be re-located there, because of redevelopment at Marlborough School. Also, the issues of sign posting from Blenheim Palace to Woodstock town centre and the provision of a new òHistoric Woodstockö leaflet were raised for consideration.

**RESOLVED**

That discussions continue with Stagecoach and Wake Up to Woodstock in accordance with the two memoranda dated 6 and 11 May 2009 forming Cllr Yoxallø report.

**WTC/39/09      *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/40/09      *PROPERTY***

(a) Briefing Note

The Council received and considered a Briefing Note from the Town Clerk regarding the situation at 2 and 4 Market Street.

**RESOLVED**

- (i) that, in the light of the Town Clerkø report and the latest advice from Henmans, the decision taken at the meeting of the Council on 12 May 2009 to pursue the forfeiture route in respect of No. 2 Market Street be rescinded;
- (ii) that the Town Council effect a surrender of No. 2 Market Street by Surrender by operation of law;
- (iii) that such Surrender be effected by taking possession of the property on Friday 12 June 2009;
- (iv) that No. 2 Market Street be made available for viewing by prospective tenants from 12 June 2009 onwards;
- (v) that the draft Marketing Details in respect of No. 4 Market Street prepared by Mr M Meeson be approved.

(b) Meeting of the Property Working Group, 26 May 2009

The Council received and considered the Minutes of the meeting of the Property Working Group held on 26 May 2009.

With regard to the proposal that the replacement of the roof at 2 ó 6 Park Street should be delayed, the former CMfP re-iterated his belief, supported by the potential contractor, that these works were becoming increasingly urgent. The Chairman of the Property Working Group stated that this situation could be re-assessed in the light of responses from prospective tenants for 2 ó 4 Market Street.

### **RESOLVED**

- (i) that the undertaking of the works to the Park Street roof be suspended pending the review of Capital expenditure and confirmation of the costs to be incurred by the Council in undertaking works to nos. 2 and 4 Market Street;
- (ii) that no 4 Market Street be made available for viewing by prospective tenants on 12 June 2009;
- (iii) that a valuation be obtained in respect of the Rectory Lane garage and that the potential for development be explored with the Planning Officer;
- (iii) that investigations into the replacement or refurbishment of the Community Centre should proceed;
- (iv) that it be noted that the Property Working Group perceives this project as the priority of the Woodstock@900 campaign;
- (v) that, subject to a final decision by the Town Council, the Working Group do explore the possibility of securing the refurbishment or rebuilding of the Community Centre, in conjunction with Section 106 contributions.

### ***WTC/41/09 BOWLS AND TENNIS CLUB LEASE***

The Council received a report from the Deputy Mayor and a letter from Mr R Selby on behalf of the Trustees and the General Committee of the Woodstock Bowls and Tennis Club. These related to negotiations over the renewal of the lease for the Club. Members considered carefully the response of the Club to the points raised by the Council.

The Council also received and considered a letter signed by some twenty four local residents requesting that a new clause be inserted in the lease prohibiting the use of floodlights at the Bowls and Tennis Club.

### **RESOLVED**

That the Woodstock Bowls and Tennis Club be advised, in response to the points set out in their letter attached as an Appendix to these Minutes, that

- (a) the Council will be willing to accept one review at eleven years;
- (b) that the request for the boundary fence to be realigned to run parallel to the rear wall of the kitchen, as indicated on the plan attached to the letter from the Bowls and Tennis Club dated 8 March 2009, be agreed for the period of twenty one years (Approx 15 sq metres in area) This to be the maximum and only change to the boundary;
- (c) that the provisions regarding repairs and insurance and access shall continue as existing, as requested by the Club, except that the Council shall remind the club that it is responsible for repair and maintenance of the fence between the club premises, car par and playground;
- (d) in view of the fact that the annual rent is a peppercorn rent of £1, it would not be unreasonable for the Club to meet the Council's legal costs;
- (e) (By nine votes to four) the Town Council will be satisfied with a requirement that three of the Trustees are on the Woodstock Electoral Roll and further believes that the period of office of Trustees should be limited to five years;

- (f) (By seven votes to six) the Town Council wishes to see a discounted subscription of 15% for Woodstock residents, to be operated in conjunction with a peppercorn rent of £1 per annum and (g) hereunder;
- (g) (By eight votes to two) the Town Council would be content with the concession of allowing Primary School children to use the courts during term time, in addition to the current arrangements with the Marlborough School;
- (h) (By twelve votes to one) the Town Council would wish to see an additional clause inserted into the lease which would prohibit the erection and use of floodlights at the Bowls and Tennis Club.

The Council then went back into Open Session.

**WTC/42/09      *FORMER RAILWAY STATION SITE***

The Council received an updating report from Cllr Mrs T Redpath. Berkeley Homes had appealed against the refusal of planning permission in respect of the applications that they had submitted. The situation was less clear in respect of the Stopping Up Order for the footpath in front of the site. A meeting with Berkeley Homes over their applications was still being arranged by the Planning Department. .

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

that the Council pursue the objections to the appeal stage.

**WTC/43/09      FUTURE OF POST OFFICE SORTING OFFICE**

Cllr Mrs V Edwards reported that the Witney office of Royal Mail had not responded to the Council's letter authorised at the last meeting of the Council. This was now being taken up with Mr Adam Crozier, Chief Executive of Royal Mail.

The petition objecting to the closure of the sorting office was on display in the Post Office but certain difficulties were being experienced in this regard.

**WTC/44/09      *WOODSTOCK@900***

**RESOLVED**

- (a) That the Minutes of the meeting of the Woodstock@900 Committee held on Tuesday 2 June be received;
- (b) That it be noted that Mr Chris Jackson of West Oxfordshire District Council's Leisure and Tourism Department and Cllr E Poskitt have been appointed as Co-opted Members of the Woodstock@900 Committee.

**WTC/45/09      *FINANCE COMMITTEE***

The Council received and considered the Minutes of the meeting of the Finance Committee held on Tuesday 26 May 2009.

**WTC/46/09      *REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2009***

The Council received and considered the report of the Responsible Financial Officer.

**RESOLVED**

- (a) that the list of payments made in the month of May 2009 and amounting to £11,866.71 be received and approved;

- (b) that the Bank Reconciliation Statements for May 2009 be received;
- (c) that the Summary and Detailed Income and Expenditure Statements for May 2009 be received;
- (d) That the Revised Annual Statement of Accounts, the Annual Return, the report of Internal Auditor, and the Slippage Report for the year ended 31 March 2009 be received and adopted, as per the Recommendation of the Finance Committee, noting the findings of the Internal Auditor.
- (e) That the payment of the Annual Insurance Premium totalling £10,485.14 be approved;
- (f) That the signing of the revised Bank mandate to reflect the current list of signatories be approved;
- (g) That the implications of the report on the 2009/10 Budget Review be noted and a freeze be imposed on all significant expenditure until the next meeting of the Council at least;
- (h) That all Committees meet to review their budgeted expenditure to seek to identify potential savings and that such savings shall be fed back to the July meeting of Council;
- (i) That the latest situation with regard to the Internal Control checks be noted;
- (j) That expenditure of £49 on new payroll software, as requested by the new Responsible Financial Officer, be agreed.

**WTC/47/09    *SEALING OF DOCUMENTS***

None.

**WTC/48/09    *MINUTES OF COMMITTEES***

The Council received the formal Minutes of the brief meetings of the Mayors, Finance, Strategy and Woodstock@900 Committees held during the Annual Meeting of the Council on Tuesday 12 May 2009.

**WTC/49/09    *ENVIRONMENT WORKING GROUP***

The Council received and considered the Minutes of the meeting of the Environment Working Group held on Tuesday 19 May 2009.

**RESOLVED**

- (a) that the Terms of Reference of the Environment Working Group, as set out in Minute 4 of the Minutes of the Working Group meeting, be adopted;
- (b) that the allocation of lead roles, as set out in Minute 5 of the Minutes of the Working Group, be approved;
- (c) that Bob Pomfret (Hon.Warden, OWL Project), Nick Mottram (Wychwood Project) and Mrs Ann Cooper (information relating to ownership of graves) be invited to join the Working Group in respect of those issues that are of particular interest to them;
- (d) that the Countryside Service, Environment Agency, NERC and Community Action Group be identified as organisations that might be of interest and assistance to the Working Group;
- (e) that the Working Group liaise with the Bloom Working Group as necessary.

**WTC/50/09    *PROPOSALS OR RECOMMENDATIONS***

Cllr Mrs A Grant

öThat any damage that occurs during the digging of graves at the Lawn Cemetery, such as kerb edgings being broken or displaced, or any damage to the grass, path etc, should be charged to the undertaker, and it will be up to him to reclaim from the gravedigger.ö

Members asked how this proposal would work in practice and it was

**RESOLVED**

That the Proposal be referred to the Environment Working Group for further discussion.

**WTC/51/09 PLANNING MATTERS**

(a) Application for Planning Permission

Ref: 09/0627/P/FP  
Erection of single and two storey extensions  
3 Vermont Drive  
Decision: No comment.

(b) Decisions by Uplands Planning Sub-Committee

The Council received a schedule of decisions of the Uplands Planning Sub-Committee of West Oxfordshire District Council relating to Woodstock from 14 January 2009.

**WTC/52/09 OXFORD AIRPORT CONSULTATIVE COMMITTEE REPORT**

The Council received and noted a report from Cllr T Gardiner on a meeting of this Committee that had taken place on 20 May 2009.

**WTC/53/09 APPLICATION FOR CONSENT FOR ERECTION OF MEMORIAL AT LAWN CEMETERY**

Members were aware of a recent application for the erection of a memorial at the Lawn Cemetery, which had caused some controversy. There was no Council policy regarding the approval of memorials of this type and, as far as was known, no previous cases where applications had been referred to Members ó it had previously been the case that all such applications had been dealt with by the Town Clerk and his staff.

**RESOLVED**

- (a) That decisions on individual applications for consent for the erection of memorials shall be made on a policy basis in the future;
- (b) that the Council adopt a policy that applications of this type are a matter of personal choice by the applicant which the Council would not wish to influence unless (a) they do not comply with the Council's existing conditions regarding size or (b) they might cause gross offence;
- (c) that determination of these applications continue to be dealt with by the Town Clerk except that any applications which could be deemed to cause gross offence shall be submitted to the Council for determination.

The Town Clerk left the meeting at this time.

**WTC/54/09 HELP FOR HEROES**

The Council received and considered a report from Cllr B Yoxall.

**RESOLVED**

that Help for Heroes visiting Woodstock on Saturday 11 July 2009 be supported by giving access to the Town Hall if wet and that WTC should provide funding of £200.00 for drinks and nibbles

**WTC/55/09 WOODSTOCK WANDERER BUS SERVICE**

The Council received and considered a letter and enclosures from the County Council regarding a review of subsidised bus services generally and the Woodstock Wanderer service in particular, together with an oral report from Cllr B Yoxall.

Cllr Yoxall reported that from December 2009 the new service would come on stream, also involving Shipton Road. A Transport Needs Survey would be required and a review was agreed.

Cllrs Myatt and Yoxall had attended a meeting in Kidlington addressing the poor bus service. It was currently a two hourly service. A suggestion that at work times its frequency be increased had been sympathetically noted.

Cllr Poskitt said that Bladon users should be borne in mind as the buses from there to Woodstock and from Woodstock to Oxford were not well synchronised.

**RESOLVED**

That the report be noted.

***WTC/56/09 EXTENSION OF TIME***

**RESOLVED**

That the provisions of Standing Order 1(b) be suspended to allow the meeting to continue for a further 15 minutes.

***WTC/57/09 REPAIR OF CHAIR, MAYOR'S PARLOUR***

Cllr P Redpath had declared a Prejudicial Interest in respect of this item. He withdrew from the meeting and took no part in the discussion or determination of the matter.

It was reported that Cllr Philip Redpath had repaired a chair in the Mayor's Parlour, thereby saving the Council a considerable amount of expenditure. Without this work the chair would have been unusable.

Cllr Redpath recognised that he could not accept any payment for this work as he was a Member of the Town Council. However, he had asked whether the Council would be willing to make a donation of £25 to the local branch of Green Gym to recognise his efforts. The Town Clerk and RFO supported this idea. The Council expressed its gratitude to Cllr Redpath and it was

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

That a contribution of £25 be made to the Chipping Norton and Woodstock branch of the Green Gym.

***WTC/58/09 UPDATING OF LIST OF MAYORS OF WOODSTOCK***

It had been suggested that the framed list of Mayors of Woodstock in the Mayor's Parlour should be updated by the addition of the names of Cllr Carritt for 2007 and Cllr P Jay for 2008. It was agreed to defer this matter pending submission of an estimate of cost.

***WTC/59/09 APPOINTMENT OF NEW RESPONSIBLE FINANCIAL OFFICER***

It was reported that, in accordance with delegated authority agreed at the last meeting of the Council, Mr Laurie Lee has been appointed as the Council's new Responsible Financial Officer.

***WTC/60/09 CIVIC ANNOUNCEMENTS***

A Civic Announcement was made to the effect that the County Council was likely to refuse permission to close or cordon off the roads around the Town Hall for the making of a film, in view of the traffic congestion it believed would have resulted from this. It was probable therefore that the film company would no longer wish to film in Woodstock.

**WTC/61/09      *EXCLUSION OF THE PUBLIC AND PRESS***

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/62/09      *PROPERTY MATTERS***

The Council received and considered a report from the Town Clerk and Responsible Financial Officer.

It was noted that another tenant was in arrears. It was proposed that the Property Working Group should in future request a substantial deposit from tenants to avoid the Council getting into this position again.

RESOLVED

(a) that in future three written cheques should be supplied dated at monthly instalments;

(b) that the change in tenant for the Community Centre, as described in the report, be agreed.

The meeting rose at 10.45pm.

Signed í í 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 í .