

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 10 NOVEMBER 2009  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr P Jay (Town Mayor)	Cllr T Gardiner (Deputy Mayor)
Cllr C Carritt	Cllr J Cooper
Cllr Mrs V Edwards	Cllr A Glee
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr G Myatt	Cllr E Poskitt
Cllr P Redpath	Cllr Mrs T Redpath
Cllr Mrs P Richardson	Cllr I Thomas
Cllr B Yoxall	

**ALSO IN ATTENDANCE:**

One member of the public.

**WTC/182/09 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs E Stokes, County Cllr I Hudspeth and District Cllr Mrs J Dunsmore.

**WTC/183/09 DECLARATIONS OF INTEREST**

Cllr B Yoxall declared a Personal Interest in Agenda Item No. 9: 4 Market Street, as his wife was a friend of the prospective tenant. Cllr Mrs Jay declared a Personal Interest in Agenda Item No. 9: 4 Market Street as the prospective tenants are friends. Cllr P Jay declared a Personal Interest in Agenda Item No. 9: 4 Market Street as he is acquainted with the prospective tenant. Cllr J Cooper declared a Personal Interest in Agenda Item no.15: Finance Committee as he is the Chairman of the Youth Club. Cllr C Carritt declared a Personal Interest in Agenda Item No. 15: Finance Committee as he is the Treasurer to the Woodstock Youth Club.

**WTC/184/09 MINUTES**

The Minutes of the meeting of the Town Council held on Tuesday 13<sup>th</sup> October 2009 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/145/09. Former Railway Station Site. Third sentence was amended to read "This had resulted in the expenditure of an additional £500, sanctioned by the Town Clerk in consultation with the Mayor, on formal representation by Kemp and Kemp on behalf of the Town Council, although the total expenditure still came within the budget provision agreed by the Town Council."

Minute WTC/154/09. Alleged Defamation. Item (c) was amended to read "that, if such an undertaking is not forthcoming the Council's Solicitor proceed as he had recommended."

Minute WTC/155/09. Renewal of Lease with Bowls and Tennis Club. Delete the wording in this Minute and insert the following:

"A letter from the Solicitor representing the Bowls and Tennis Club was received and considered at the meeting. Woodstock Town Council will supply the National Association of Local Councils with all relevant documentation regarding the land occupied by the Woodstock Bowls and Tennis Club and Playground area, together with any members' questions and queries to be answered: and to ask them for an assessment of WTC's legal situation and commitments regarding this piece of land prior to endorsing a lease." The NALC response to be distributed electronically.

The Minutes of the Extraordinary Meeting of the Council held on 20 October 2009 were approved and signed as a correct record.

The Minutes of the Extraordinary meeting of the Council held on 03 November 2009 were approved and signed as a correct record, subject to the following amendment.

WTC/181/09 Letter from Mr S Lenagan. Part of the minute was amended to read "After much discussion, and useful advice from Mr Maple a proposal was put forward by Cllr Mrs Edwards and seconded by Cllr Mrs E Jay."

**WTC/185/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

None.

**WTC/186/09 COMMUNICATIONS**

The Mayor, Cllr P Jay, reported that he attended a meeting of the Local Area Police Board that morning. Any information packs received from this body would be lodged with the Town Clerk.

**WTC/187/09 QUESTIONS**

None.

**WTC/188/09 WOODSTOCK@900**

The Council received and considered the Minutes of the meeting of the Woodstock@900 Committee held on 20 October 2009, together with an updating report from the Mayor. Cllr Mrs Richardson noted that the Bishop of Dorchester will need to know the date of any proposed high profile church services in order to book this into his diary. The way that the fund had been organised was then discussed. Cllr After much discussion it was proposed by Cllr C Carritt that the Council move to the next item on the Council agenda. This was seconded by Cllr J Cooper.

**RESOLVED** (by 12 votes to 1).

**WTC/189/09 2 AND 4 MARKET STREET**

Cllr B Yoxall declared a Personal Interest in Agenda Item No. 9: 4 Market Street, as his wife was a friend of the prospective tenant. Cllr Mrs Jay declared a Personal Interest in Agenda Item No. 9: 4 Market Street as the prospective tenants are friends. Cllr P Jay declared a Personal Interest in Agenda Item No. 9: 4 Market Street as he is acquainted with the prospective tenant.

The Council received and considered an oral update of the relevant Minutes of the Property Working Group held on 02 November 2009.

Work is progressing on the leasing of No 4 Market Street. However, although the Town Council has agreed to install gas central heating for the proposed new tenants it is now apparent that the gas supply stops at the ground floor and there is currently no gas meter at the property.

Cllr V Edwards proposed that she and the Town Clerk investigate the additional cost associated with these findings. This was seconded by Cllr Yoxall.

**RESOLVED**

**WTC/190/09**    **PARK STREET ROOF**

The Council received an oral update about the relevant Minutes of the meeting of the Property Working Group held on 2 November 2009. Carter Jonas submitted a quote for undertaking the tender exercise for the work on the roof of numbers 2-8 Park Street. Cllr Yoxall explained that there would be a cost saving if any exterior painting and decorating and also the pointing of the back wall were done whilst the scaffolding is in place for the roof. Therefore these should be included as separate items within the tender exercise. The Town Clerk will liaise with Carter Jonas about this. Cllr Mrs V Edwards proposed that the quote for the tender exercise be accepted. This was seconded by Cllr P Redpath.

**RESOLVED** (by 14 votes to 1)

The Town Council will apply to the Public Works Loan Board for a loan for the work on the park Street properties. The Mayor suggested that a group of Cllrs guide the week to week progress on this work. Cllr Mrs V Edwards proposed that Cllrs B Yoxall and Mrs T Redpath guide the loan process through and that with Cllr J Cooper constitute a working party to help the Town Clerk complete the loan application. This was seconded by Cllr B Yoxall.

**RESOLVED**

**WTC/191/09**    **EXCLUSION OF THE PUBLIC AND PRESS**

Cllr A Gardiner proposed 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. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

**WTC/192/09**    **ALLEGED DEFAMATION**

A letter has been sent by Henmans to the other party.

**WTC/193/09**    **PLANNING MATTERS**

(1) Marketing Details, 24 Market Street

**RESOLVED**

that the marketing details for this property, as supplied by Mark Meeson be approved.

(2) Planning Applications

(i) Ref: 09/1399/P/FP

Suspension of Lantern from Existing entrance canopy  
Star Inn, 22 Market Place

**RESOLVED**

(ii) Ref: 09/1400/P/LB

Alterations to accommodate the suspension of a lantern from existing entrance canopy  
Star Inn, 22 Market Place

**RESOLVED**

(3) Old Woodstock Town Football Club

The Mayor reported that he wrote to OWTFC to suggest that talks be held to see if outstanding differences could be overcome.

**WTC/194/09 RENEWAL OF LEASE WITH BOWLS AND TENNIS CLUBS**

The Mayor presented a copy of a letter from Darbys Solicitors LLP and suggested that a holding letter be sent until NALC feedback has been received. Discussions arose about the peppercorn rent and whether it should be retained. Cllr G Myatt considered that this should be retained as this facility is for the recreation of Woodstock residents.

**RESOLVED**

that this item be referred back to the Bowls & Tennis Working Group and that when the papers are received from NALC they would be circulated to all Cllrs electronically.

**WTC/195/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – NOVEMBER 2009**

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

**RESOLVED**

That the Detailed Balance Sheet at the end of October 2009 was received and approved.

**RESOLVED**

**(a) Lists of payments for October 2009**

**RESOLVED**

That the list of payments made in the month of October 2009 amounting to £19,576.77 be received and approved.

**(b) Bank Reconciliation Statement for October 2009**

**RESOLVED**

That the Bank Reconciliation Statements for October 2009 be received and noted.

**(c) Summary and Detailed Income & Expenditure Statements for October 2009**

**RESOLVED**

The Summary and Detailed Income & Expenditure Statements for September 2009 be received and noted. Cllr Mrs T Redpath asked that Cllr B Yoxall be thanked for his fundraising efforts for the Christmas lights.

**WTC/196/09 FINANCE COMMITTEE**

Cllr J Cooper declared a Personal Interest in Agenda Item no.15: Finance Committee as he is the Chairman of the Youth Club. Cllr C Carritt declared a Personal Interest in Agenda Item No. 15: Finance Committee as he is the Treasurer to the Woodstock Youth Club.

(1) Minutes of the meeting of the Finance Committee

The Minutes of the meeting of the Finance Committee held on Tuesday 20<sup>th</sup> October 2009 were approved and signed as a correct record subject to the following amendments.

Minute FC21/09 Cllr C Carritt proposed that the reduction of grants to £1,000 was too large a reduction and proposed that this be rejected. This proposal was seconded by Cllr Mrs E Jay. An amended proposal was proposed by Cllr J Cooper that a nominal sum of £1,000 be allocated for grants and donations in the forthcoming year (Minutes FC21/09) and this was seconded by the Mayor. The amended proposal was voted upon and

**RESOLVED** (12 votes to 3)

(2) Grants and Donations

The schedule of grant applications and donations (FC21/09) was received and reviewed. The Mayor proposed that the 2<sup>nd</sup> Woodstock Guides be granted £300 towards their Centenary Camp. This proposal was seconded by Cllr T Gardiner.

**RESOLVED**

The Mayor proposed that the £200 be granted to Woodstock Players to assist with putting on a play. This proposal was seconded by Cllr A Glees.

**RESOLVED**

The Mayor proposed that the Woodstock Youth Centre be granted £500 towards the cost of running the Club. This proposal was seconded by Cllr Gardiner.

**RESOLVED** (10 votes to 1)

(3) Fans in the Toilets of the Town Hall (FC22/09)

It was recommended that a quotation received for the installation of passive infrared detectors in the Town Hall be accepted.

**RESOLVED**

(4) Town Hall Carpet in the General Office (FC22/09)

It was recommended that a quotation be accepted to replace the carpet

**RESOLVED**

That quotations would be sought from 3 reputable carpet cleaning companies first.

**WTC/197/09 STATEMENT BY CHAIRMAN OF FINANCE COMMITTEE**

The report of the Chairman of the Finance Committee was received and considered. This contained various budget considerations. Cllr J Cooper was thanked for this paper.

**WTC/198/09 SEALING OF DOCUMENTS**

None.

**WTC/199/09 MEETINGS OF COMMITTEE AND SUB-COMMITTEE**

(a) Strategy Committee.

The Minutes of the meeting of the Committee held on 27 October 2009 were received and considered.

SC21/09 6 Cllr B Yoxall thanked Cllr C Carritt for the first draft that he had produced of an Education Strategy for Woodstock Town Council. Cllr Mrs P Richardson asked that churches be added under the list of institutions in Woodstock. Cllr Dr E Poskitt asked that a few grammatical amendments be made to it before it is finalized and offered to undertake this task.

**RESOLVED**

That the Recommended Action Plan be accepted.

(b) Communications Sub-Committee.

The Minutes of the meeting of the Sub-Committee held on 03 November 2009 were received and considered.

**WTC/200/09 REPORT OF CLLR I THOMAS**

The report from Cllr I Thomas entitled 'Draft Proposals for Improvement of Procedures of Woodstock Town Council' was received and considered. Cllr I Thomas asked that Cllrs take his paper away and review its contents. Cllr B Yoxall congratulated Cllr I Thomas on this paper.

The Mayor suggested that the Town Council should aim to make any implementations from May 2010. Cllr G Myatt suggested that a small working party might co-ordinate the deliberations and bring back proposals with specific terms of reference. Cllr A Glees supported this approach. The Mayor therefore asked Cllr I Thomas to approach some Cllrs to form a working group. Cllr A Glees, J Cooper and Mrs T Redpath accepted his invitation to join this group. The WG will aim to produce an interim report for consideration at the December meeting of the Town Council and final recommendations early in 2010. All Cllrs were asked to email comments to Cllr I Thomas.

**WTC/201/09 FINANCIAL ASSISTANT**

The closing date for the receipt of applications for the position of Financial Assistant was 9 November. The Clerk reported that a total of 5 applications had been received and recommended that two of these be interviewed for the position. The Clerk sought Council permission for her and Mr L Lee (the outgoing RFO) to interview these candidates on Tuesday 17<sup>th</sup> November and make a recommendation at the Extraordinary Town Council which will take place on 24<sup>th</sup> November 2009.

**RESOLVED**

**WTC/202/09 PUBLIC EVENTS FUND**

A memorandum from the Mayor was received and considered. The Town Clerk will contact Mr Tonks and inform him of the change of Clerk.

## **RESOLVED**

That the Mayor asks the Trustees to appoint Cllr A Glees as a Trustee.

### ***WTC/203/09 ISSUES RAISED WITH OCC HIGHWAYS DEPT BY CLLR YOXALL***

The report of the meeting with representatives of Oxfordshire County Council (OCC) on 02 November 2009 were received and considered. During the meeting OCC suggested that Thames Valley Police (TVP) may be withdrawing their involvement in planned events. Cllr C Carritt was concerned that this might be a misunderstanding on the part of OCC but Cllr J Cooper confirmed that TVP were not at this years Henley Regatta. The Mayor asked Cllr J Cooler to provide details so that, in the light of the traffic chaos disaster in July 2008 resulting from the failure to involve the TVP in a proper traffic management plan, he could take the matter up strongly at the next Local Area Police Board meeting.

### ***WTC/204/09 CHRISTMAS LIGHTS***

Cllr B Yoxall reported on the fundraising activities undertaken to raise money towards the Christmas lights. He said that he had raised a significant amount of money and suggested that the surplus be reserved for the Christmas lights in future years. The Mayor assured the Town Council that the costs of the fundraising reception were covered by a friendly donor. The tree will be officially lit on 28<sup>th</sup> November 2009.

### ***WTC/205/09 REVIEW OF SUBSIDISED BUS SERVICES – ABINGDON AND OXFORD CITY CENTRE***

Cllr B Yoxall reported on the review of the subsidized bus services

## **RESOLVED**

That no comments would be submitted.

### ***WTC/206/09 CIVIC ANNOUNCEMENTS***

The Mayor asked that all Cllrs try to attend the civic events on 28<sup>th</sup> November and 16<sup>th</sup> December.

### ***WTC/207/09 PROPERTY WORKING GROUP***

The Council received and considered the Minutes of the meeting of the Property Working Group held on Monday 2<sup>nd</sup> November 2009.

The Chairman of the Property Working Group thanked Cllr C Carritt for his work on the draft agreement between WTC and Carter Jonas.

## **RESOLVED**

That:

- a) the draft document be referred to Henmans for clearance
- b) that the words "after the first twelve months" be inserted in the sentence beginning "Either may terminate the agreement" after the word "may".

The Chairman of the Property Working Group made a self amended motion to the recommendation concerning the Community Centre and it was

**RESOLVED**

that

- a) the draft specification for improvement of Community Centre facilities prepared for the Mayor's discussions with the Youth Club is approved.
- b) Carter Jonas is invited after 01<sup>st</sup> January 2010 to appraise and value the present Community Centre and Site.
- c) members of the PWG be invited to accompany Carter Jonas on a visit to the centre

***WTC/208/09 PROPERTY MATTERS***

The Town Clerk updated members on progress on No 4 Market Street and the situation regarding the gas meter that needs to be installed and also on the additional optional items that have been included in the specification for the Park Street roof work.

The meeting rose at 10pm.

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 .