

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 13 OCTOBER 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 Mrs E Jay	Cllr G Myatt
Cllr E Poskitt	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr Mrs E Stokes	Cllr B Yoxall

**ALSO IN ATTENDANCE:**

County Cllr I Hudspeth and five members of the public.

**WTC/136/09 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs C Carritt and I Thomas and District Cllr Mrs J Dunsmore.

**WTC/137/09 DECLARATIONS OF INTEREST**

Cllr B Yoxall declared a Personal Interest in Agenda Item No. 14, 2 & 4 Market Street, as his wife was a friend of the prospective tenant of no. 4.

**WTC/138/09 MINUTES**

The Minutes of the meeting of the Town Council held on 8 September 2009 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/107/09. Renewal of Lease with Bowls and Tennis Club. Delete the wording in this Minute and insert the following:

"The Council had been circulated with the Minutes of a meeting of deputed members held on 3 August 2009.

The Chairman of the Working Group tabled a Motion as agreed with a representative of the club that he felt would be acceptable to the club.

Cllr P Redpath left the meeting at this point.

The Council agreed the following changes to the lease for further discussion by the club:

oThe Lease shall be as the current lease i.e. rent, membership conditions etc. save for the following changes:

- a) Rent/Lease Review o Rent at peppercorn one pound p.a. for a period of 21 years with non rent, non legal review at 11 years.
- b) Boundary change as agreed
- c) Repairs and Insurance for the account of the club

- d) Legal costs of Landlord and Tenant legal costs associated with the new lease are for the account of the Club
- e) Trustees of Assuming Woodstock member volunteers can be found 3 out of the 4 Trustees to be Woodstock residents and trustees to serve a maximum of 2 consecutive 4 year terms before being obliged to stand down. In the event that 3 member trustees who are residents of Woodstock cannot be found the club shall endeavour to appoint trustees who are residents of Woodstock but not club members.
- f) The Club will grant an annual sum of £1500 on the 1<sup>st</sup> January each year to a Woodstock worthy cause to be nominated by the Council. Such causes may for example be related to sporting and/or youth activities. (The Club has a preference for a youth and/or sporting connection). The grant may be sub-divided to more than one worthy cause at the discretion of the Council
- g) Woodstock Junior school free use of the courts at a time and frequency to be agreed between the School and the Club.

Further conditions:

- 1) Where it is proposed to incorporate changes in the club constitution and rules, unless there is a legal reason for not doing so, these changes should also be included in the lease.
- 2) The deed of covenant dated 16th March 1939" original legal documents that declare and explain the background and rationale for the transfer of the land on which the Club now stands should be appended to the new lease to ensure visibility for any interested parties.

Minute WTC/121/09. Speed Signs. Change of 13ö to 12ö.

With Cllr J Cooper voting against, the Minutes of the Extraordinary meeting of the Council held on 29 September 2009 were approved and signed as a correct record, subject to the addition of the name of Cllr G Myatt to those Members who had submitted apologies for absence (Minute WTC/128/09 refers).

***WTC/139/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA***

Mrs Bentley spoke on behalf of a group of residents who lived in the centre of the town with regard to the new Civil Parking Enforcement arrangements. It was expected that these would come into force at the end of October. She asked that the previous informal arrangements with the traffic warden should be continued and that consideration should be given to the introduction of a residents parking scheme.

Mr C Baylis spoke on the same topic. He suggested the introduction of a residents parking scheme and paid parking provision in the town centre.

County Cllr I Hudspeth noted the views of the two previous speakers. He stated that any residents parking scheme would incur some charge for the residents.

***WTC/140/09 OUTSTANDING BUSINESS***

None.

***WTC/141/09 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/142/09 QUESTIONS**

None.

**WTC/143/09 WOODSTOCK@900**

The Council received and considered the Minutes of the meeting of the Woodstock@900 Committee held on 15 September 2009, together with an updating report from the Mayor. It was confirmed, as previously stated by him, that copies of the bank statements for the legacy fund would be lodged with the Town Clerk whenever they were received. The first such statement was handed by him to the Town Clerk. Mr C Baylis made a brief presentation with regard to the logo for Woodstock@900 and answered questions. The Mayor answered questions from Members as to the process under which the sum of £10,000 received from the film company had been lodged in the Legacy Fund and he re-confirmed as previously stated to the Council that the Council would decide on the purpose for which the monies raised for this fund during the Woodstock@900 initiative should be used. The Mayor also reported that a reply had been received from the Chairman of the Youth Club confirming that they were willing, without pre-commitment and as previously invited by the Mayor, to enter into talks to establish whether a basis could be agreed on which the Council and the Youth Club could collaborate to develop the Club's present site as a combined Community Centre and Youth Club.

**WTC/144/09 DATE OF ANNUAL MEETING OF COUNCIL 2010**

This matter was withdrawn from the Agenda.

**WTC/145/09 FORMER RAILWAY STATION SITE**

The Council received a report from Cllr Mrs T Redpath on the Public Inquiry into the refusal of planning permission for the development of the former railway station site. The Inquiry had commenced on Tuesday 6 October and had lasted for four days, which was one day longer than had originally been expected. This had resulted in an expenditure of an additional £500 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. Cllr J Cooper suggested that, as the Chairman of the Finance Committee, he should have been consulted on this.

The Council thanked all of those involved in representing the town at the Inquiry, including members of the public.

**WTC/146/09 APPOINTMENT OF NEW TOWN CLERK/RFO AND FINANCIAL ASSISTANT**

The Council received a report from the members of the Deputed Interview Panel on the outcome of the interviews which had been held on Thursday 8 October 2009 for the appointment of a new Town Clerk / Responsible Financial Officer. The Mayor recalled that the Council had agreed that the interview Panel process should go ahead even though the nature of the post had changed since the original advertisement on the basis that a suitable candidate for the post as now seen might come forward, but that if not the panel would re-advertise. He reported that in the event the panel had seen more than one well qualified applicant for the post. Members had a difficult choice to make between two of the candidates but they were unanimous that Ms Lorraine Watling should be recommended for appointment.

A Member urged the importance of the new Town Clerk being fully cognisant of the Council's past decisions on big policy matters and it was agreed that this should be communicated to Ms Watling.

The Council also received a Job Description for the new combined post of Town Clerk and RFO, and a Job Description for the new post of Finance Assistant.

**RESOLVED**

- (a) that Ms Lorraine Watling be appointed as Town Clerk / Responsible Financial Officer for the Town Council;
- (b) that the Job Descriptions for the posts of Town Clerk / Responsible Financial Officer and the Finance assistant be approved.

**WTC/147/09 BUDGET 2009/10**

The Council received and considered the report of the Responsible Financial Officer. The Council acknowledged the serious situation of the Council's finances. Reference was made to the imbalance between income and expenditure on cemeteries and it was suggested that the current fees were unrealistic. The VAT situation would have to be examined for both 2009/10 and 2010/11. The Council's normal budget process would now consider the outlook for the current and following financial year, including all pertinent options for reducing outgoings and funding exceptional capital spending, such as the Park Street roof, with a view to setting a precept for 2010/11 and leaving sufficient funds in reserve at the end of each financial year.

**RESOLVED**

That the Finance Committee be requested to submit the usual paper to Council setting out options for adjusting income and spending in 2009/10 and 2010/11 so as to deliver an acceptable budget.

**WTC/148/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – OCTOBER 2009**

The Council received and considered a report by the Responsible Financial Officer. The Council recorded their thanks to Mr L Lee, the outgoing Responsible Financial Officer, and wished him well for the future.

**RESOLVED**

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

Cllr J Cooper noted that the Council had paid a bill to Henmans for VAT in respect of the S Lenagan correspondence, and it was agreed that a comprehensive note should be placed on the file to explain why this was necessary in order that the VAT could be recovered while the council's costs continue to be met by its insurers.

**RESOLVED**

That the list of payments made in the month of September 2009 amounting to £12,215.78 be received and approved.

**(b) Bank Reconciliation Statements (2) for September 2009**

**RESOLVED**

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

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

**RESOLVED**

That the Summary and Detailed Income & Expenditure Statements for September 2009 be received and noted.

***WTC/149/09 AUDIT FOR THE YEAR ENDED 31 MARCH 2009***

It was reported that BDO Hoy Stayward LLP had now completed the above audit. There were no issues arising. The annual return was submitted for the Council's examination.

**RESOLVED**

That the annual return be approved and accepted by the Council.

***WTC/150/09 FINANCE COMMITTEE***

The Council received and accepted the Minutes of the meeting of the Finance Committee held on Tuesday 22 September 2009.

***WTC/150/09 WOODSTOCK IN BLOOM***

It was reported that at the annual award ceremony of the Thames and Chilterns region of Britain in Bloom held on 28th September at Newbury Town Hall, Woodstock had again been announced as winner of the Small Town category. For the third year in succession the Town had also been declared RHS GOLD standard. The Dinosaur Garden in the Museum had been given the region's RHS Local Roots award.

***WTC/151/09 CIVIL PARKING ENFORCEMENT***

The Council received and considered a report of the Town Clerk, together with a letter from Irene Buckingham. A proposal that more car parking was required for the town was defeated by six votes to two.

**RESOLVED**

That West Oxfordshire District Council be advised of the Town Council's view on the level of enforcement under the new Civil Parking Enforcement arrangements, as follows:

- (a) (By ten votes to two) that the level of enforcement remain unaltered, as it is a system that has been proven to meet the needs of the town;
- (b) (By nine votes to three) that pragmatic enforcement is required.

***WTC/152/09 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/153/09 2 AND 4 MARKET STREET***

Cllr B Yoxall had declared a Personal Interest in this matter.

The Council received and considered Minute 4 of the meeting of the Property Working Group held on 5 October 2009. It was reported that the quotations for carrying out the rewiring, central heating and fire door works at no. 4 Market Street would be considered at an Extraordinary meeting of Council on Tuesday 20 October.

**RESOLVED**

- (a) that Mr Meeson be asked to open negotiations with Mr Peter Cosgrove regarding the use of no. 2 Market Street as a hardware shop;
- (b) that, in view of the delays in finding a suitable tenant for no. 2 Market Street, the Council request Carter Jonas to oversee the completion of the works which are the responsibility of the Council, with quotations being obtained from Greatbatch, Trinity and Ward as previously agreed;
- (c) that these quotes be presented at the November meeting of Council so that the Council can let the commercial unit without the need for a rent free period.

***WTC/154/09 ALLEGED DEFAMATION***

The Council considered the latest situation in respect of this matter.

**RESOLVED**

- (a) that, subject to the agreement of the Council's Insurers, the advice of the Council's Solicitor be accepted and that he make enquiries as to whether the person alleging defamation is still being legally represented;
- (b) that, if so, he request an undertaking that a certain letter be not published;
- (c) that, if such an undertaking is not forthcoming, the Council's Solicitor proceed as he had recommended.

***WTC/155/09 RENEWAL OF LEASE WITH BOWLS AND TENNIS CLUB***

A letter from the Solicitors representing the Bowls and Tennis Club was received and considered at the meeting. The Council debated the options open to it and it was agreed by ten votes to three that advice be sought from the National Association of Local Councils on the Council's situation with regard to the lease. A Member called for a Named vote, the result of which was as follows:

FOR: Cllrs Glees, Poskitt, Grant, T Redpath, P Redpath, Cooper, Yoxall, Stokes, Richardson, Edwards (10)

AGAINST: Myatt, E Jay and P. Jay (3).

ABSTAINED: Gardiner (1)

**RESOLVED**

That Woodstock Town Council 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 Woodstock Town Council's legal situation, and commitments regarding this piece of land prior to endorsing a lease.

The Council went back into Open Session at this point.

***WTC/156/09 SEALING OF DOCUMENTS***

The Deed of Surrender in respect of 24 Market Place was signed and sealed at the meeting.

***WTC/157/09 MEETINGS OF WORKING PARTIES***

(a) Environment Working Group

The Council received and accepted the Minutes of the meeting of the Environment Working Group held on Tuesday 15 September 2009.

(b) Wall Hangings Trust

The Council received and accepted the Minutes of the meeting of the Wall Hangings Trust held on Tuesday 15 September 2009.

***WTC/158/09 PLANNING MATTERS - APPLICATIONS***

(a) Ref: 09/1222/P/FP  
Erection of fencing (Retrospective)  
7 Crecy Walk  
Decision: Reject. Out of keeping with the open lawn appearance of the estate.

***WTC/159/09 OLD WOODSTOCK TOWN FOOTBALL CLUB***

The Council received and considered a letter from the Football Club.

**RESOLVED** (Unanimously)

That the Mayor meet with representatives of the Football Club to consider all outstanding issues and to explore how far such talks can improve relations between the two bodies.

***WTC/160/09 OXFORD AIRPORT CONSULTATIVE COMMITTEE***

The Council received and considered a report from Cllr Gardiner on the meeting of the Committee held on 23 September 2009.

***WTC/161/09 QUOTATIONS***

The Council received and considered a report from the Town Clerk. Quotations received for the provision of locks and bolts at the Town Hall were withdrawn for further consideration.

**RESOLVED**

- (a) that the quotation submitted by Bannor Electrical Services in the sum of £2,873 + VAT for necessary electrical remedial works at the Town Hall and the Community Centre be accepted;
- (b) that quotations for replacement of fans at the Town Hall and the supply and fitting of new carpet tiles in the Outer Office of the Town Clerk's Office be referred to the Finance Committee for consideration.

***WTC/162/09 WINTER TOWN COUNCIL NEWSLETTER***

Contributions of around 200 words were invited to be sent to the Communications Sub-Committee c/o the Town Hall by 31.10.2009

***WTC/163/09 CIVIC RECEPTION, 7 NOVEMBER 2009***

The Council received an oral update. It was reported that Cllr Yoxall had withdrawn from the role of organizing the civic reception. However, he was willing to play a supporting role. The Mayor agreed to take on the organizing role.

***WTC/164/09 CIVIC ANNOUNCEMENTS***

None.

***WTC/165/09 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/166/09 PROPERTY WORKING GROUP**

The Council received and considered the Minutes of the meeting of the Property Working Group held on Monday 5 October 2009.

A proposal that the proceeds from the sale of the Rectory Lane garage should be ring fenced for a ðcapital projectö rather than for the refurbishment or rebuilding of the Community Centre was defeated by eight votes to five.

With regard to the Park Street roof issue, the Town Clerk and Cllr Yoxall reminded the Council of the advice that had been received previously regarding the need to undertake these works and recommended that these be proceeded with as a matter of urgency.

A proposal to adopt the recommendations contained in the Minutes of the meeting of the Property Working Group was adopted by eleven votes to three. A Member called for a Named Vote, the result of which was as follows:

FOR: Cllrs Glees, Myatt, Poskitt, Grant, T Redpath, E Jay, Yoxall, Stokes, Edwards, Gardiner, P Jay.

(11)

AGAINST: P Redpath, Cooper, Richardson. (3)

**External Decoration and Stone Re-Pointing, 2 - 8 Park Street**

**RESOLVED**

That these works be undertaken as part of the contract for the re-roofing of these properties.

**6 Park Street**

**RESOLVED**

That alternative arrangements be agreed for the payment of rent.

**Works to Porch, 8 Park Street**

**RESOLVED**

(a) That the quotation from WC Roberts & Sons Ltd in the sum of £585 to clad the top of the wall with plywood and cover with lead be accepted;

(b) that the situation with regard to the cracks in the render be re-assessed a few months after the completion of the works set out in (a) above.

**Rectory Lane Garage**

**RESOLVED**

That the Town Council proceed to sell the garage in Rectory Lane, subject to:

(a) the sale to be executed by way of sealed bid;

(b) a guide price of £50,000;

(c) the inclusion of a covenant requiring that the council receive a percentage of the uplift should the garage be sold for residential development or obtain planning permission to do so;



(d) the proceeds to be ring fenced for the re-building or re-furbishment of the Community Centre, subject to confirmation from NALC that this is permissible.

**Park Street Roof**

**RESOLVED**

- (a) that the report from Carter Jonas regarding the Park Street roof be awaited;
- (b) that, in view of the health and safety requirements, the recommendations from Carter Jonas regarding the condition of the roof be accepted and that methods of funding the work be obtained as soon as possible.
- (d) that the quotation in the sum of £1,688 received from Abbey Roofing Contractors Ltd for the investigation of the roof at 2-6 Park Street be accepted;

**2 Market Street**

**RESOLVED**

(By six votes to four) that the legal efforts to obtain redress from the previous tenant of 2 Market Street be abandoned.

***WTC/167/09    PROPERTY MATTERS***

There were no further property matters to report.

The meeting rose at 10.35pm.

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 .