

**MINUTES OF THE ANNUAL MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 12 MAY 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 Mrs E Stokes
Cllr I Thomas	Cllr B Yoxall

ALSO IN ATTENDANCE:

Hon Townsman J Banbury, District Cllr Mrs J Dunsmore, H Morris (Woodstock and Bladon News) and nine members of the public.

WTC/1/09 ***ELECTION OF TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE***

Cllr P Jay opened the Annual Meeting of the Council, and called for nominations for the election of the Town Mayor. It was **PROPOSED** by Cllr T Gardiner, seconded by Cllr Mrs P Richardson and

RESOLVED

That Cllr P Jay be elected to serve as Mayor of Woodstock to serve until the Annual Meeting of the Council in May 2010.

Cllr Jay then signed the Declaration of Acceptance of Office

WTC/2/09 ***ELECTION OF DEPUTY TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE***

It was **PROPOSED** by the Mayor, seconded by Cllr J Cooper and

RESOLVED

That Cllr T Gardiner be elected to serve as Deputy Mayor of Woodstock until the Annual Meeting of the Town Council in May 2010.

Cllr Gardiner then signed the Declaration of Acceptance of Office.

WTC/3/09 ***ELECTION OF THE COUNCIL MEMBER FOR PROPERTY AND THE COUNCIL MEMBER FOR ENVIRONMENT***

At the suggestion of the Mayor it was agreed that the appointment of a Council Member for Environment should be postponed until after the consideration of item 17 on the Agenda.

It was **PROPOSED** by the Mayor, seconded by Cllr B Yoxall and

RESOLVED

That Cllr Mrs V Edwards be elected to serve as the Council Member for Property until the Annual Meeting of the Council in May 2010.

WTC/4/09 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 on which Committees, Working Groups and Outside Bodies they wished to serve. At the suggestion of the Mayor it was agreed that the election of Members to serve on the new Environment Working Group should be postponed until after the consideration of item 17 on the Agenda.

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/5/09 DECLARATIONS OF INTEREST

Cllr C Carritt declared a Personal Interest in Agenda Item No. 24(a) Planning Application by the Marlborough School, as he was a Governor of the School.

WTC/6/09 APPOINTMENT OF PROFESSIONAL BODIES

RESOLVED

that the following professional appointments be made, to operate until such time as the Council decides to review these appointments:

- | | |
|----------------------------|---|
| (a) Solicitors: | Henmans LLP |
| (b) Architects/ Surveyors: | Montgomery Architects Ltd.
Hall and Ensom
Meeson Williams Ltd |
| (c) Bankers: | Barclays Bank plc |
| (d) Insurers: | Zurich Municipal |
| (e) Internal Auditor: | Roger Symes |

WTC/7/09 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/8/09 APOLOGIES FOR ABSENCE

None.

WTC/9/09 MINUTES

The Minutes of the meeting of the Town Council held on Tuesday 14 April 2009 were approved and signed as a correct record subject to the following amendments:

Minute WTC/363/08, Planning Application – Woodstock Town Football Club.
Change the word “Helenic” to read “Hellenic” in two places.
Change the number “ten” to “nine” after the word “RESOLVED”.

Minute WTC/365/08, Digging of Graves by Hand. Change the number “twelve” to “six” in the second line of the fourth paragraph.

Minute 386/08, Armed Forces Day. Delete the word “later” in the fourth line and insert “earlier”.

The Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 21 April 2008 were approved and signed as a correct record, subject to the following amendments:

WTC/400/08, Public Participation Session.

In the first line of the third paragraph change the letter “O” to “U”.

In the first line of the fifth paragraph, change the name “Mr N Chase” to “Mr Matthey-Chase”.

WTC/10/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

Mrs U Parkinson spoke in opposition to the planning application for the erection of floodlights at the ground used by the Old Woodstock Town Football Club. She stated that the proposal was inappropriate for a residential area, it was the start of a series of developments which would turn the recreation ground into a stadium, the local residents were opposed to the application, and an alternative site had to be found for the club.

Mr A Gujral advised the Council that local residents had not objected to any proposed developments put forward by the football club and the adjacent bowls and tennis club, with the exception of floodlights.

Hon. Townsman J Banbury was of the view that public rights of access to the recreation ground which had existed for many years would be eroded by the proposal and other developments that would follow. Established rights of way would be affected and New Road and Shipton Road would be blocked by parked cars visiting the ground.

Mr R White, on behalf of the Club, queried what consultations had been carried out and further information obtained by the Council since the last meeting of the Council. He had only become aware that day that the application was being re-considered. He identified what he felt were inaccuracies in the Motion before the Council. In particular he stated that the application was not a mirror-image of the bowls and tennis club; cars coming to the ground would not be a problem as the number of spectators at games was low, with most walking to the ground; car doors banging was not an issue and he highlighted the situation at the adjacent Community Centre where visiting cars leaving the area late at night was more of a problem; a 1.8m high fence was not required; he commented on the status of the land with regard to community use; and he complained about some wording in the Motion on the Agenda paper which he felt was emotive.

District Cllr Mrs J Dunsmore advised the Council that the application had been deferred by the Uplands Planning Sub-Committee and that she and Cllr I Hudspeth would be going on site visits in order to assess the impact of the floodlights on the locality. She reminded the Council that the application would be determined on planning grounds.

Members sought further information from Mr White with regard to the application. He commented on the number of players in the first team and the youth team who either lived in or had associations with Woodstock. He stated that there was no car parking in New Road associated with the club that would affect access by emergency vehicles. Only one motor coach had visited in recent years and that had parked at Neil Roberts Builders Yard. A stand would be built but it would be very small and the location was confirmed to Members. Turnstiles were not needed and a PA system was already in place.

The proposed lights were more modern than those in place at Kidlington. All grounds were different and therefore the League's ground conditions were not applied in exactly the same way at each location. He denied that the Club was seeking to develop the ground in a piecemeal fashion.

WTC11/09 *OUTSTANDING BUSINESS*

None.

WTC/12/09 *COMMUNICATIONS*

None.

WTC/13/09 *QUESTIONS*

None.

MAJOR ISSUES

WTC/14/09 *PLANNING APPLICATION*

Ref: 09/0287/P/FP

Erection of six 15m high floodlighting columns

Woodstock Town Football Ground Recreation Ground

(a) Rescission of Previous Decision

It was reported that a special proposal signed by eleven Members of the Council in the following terms had been received:

“In accordance with Standing Order 36, we, the undersigned, wish to give notice of a request to give further consideration to the decision taken at the Town Council meeting on Tuesday 14 April 2009 to approve the above application”.

Signed by Cllrs Yoxall, Richardson, Grant, P Redpath, T Redpath, Thomas, Myatt, Glees, Edwards, the Deputy Mayor, Poskitt.

RESOLVED

That the decision taken at the Town Council meeting on Tuesday 14 April 2009 to recommend approval of application 09/0287/P/FP be further considered.

(b) Proposal by the Deputy Mayor / Mrs A Grant

The Council received and considered a Proposal in the following terms:

“Woodstock Town Council has reconsidered its earlier decision on this application in the light of further information and representations. Woodstock Town Council wishes to record its profound opposition to this application.

The OWTFC floodlights proposal and the resulting light pollution mirrors the application for a similar scheme that was proposed at the Woodstock Bowls and Tennis Club. This WB&TC scheme was refused by WODC. The WODC planning decision stated that the floodlighting would result in..... “unreasonable disturbance and loss of amenity to local residents and will also appear intrusive in this area of generally low level of illumination” further that it was“contrary to policies”. The rationale for this prior decision would, by itself, appear to be grounds enough for refusal of the football

club scheme but the detrimental impact of the lighting represents only one of the many negative aspects of this application.

There will, in addition, be substantial and significant disturbance from noise on around 3 evenings per week, although the averaging condition of the application could mean that some weeks have significantly increased, above 50%, frequency of unwelcome intrusion from lights and noise.

On possibly 3+ evenings per week the noise of the game, players, spectators, cars and car doors slamming when arriving and departing and the noise late in the evening when people socialise will significantly impair the quality of life for the Woodstock residents and community affected. This scheme ignores and seeks to ride roughshod over the fundamental right of residents to the peaceful enjoyment of their home. If approved it would effectively destroy the residents' ability to enjoy the rest, relaxation and refuge that should be their absolute entitlement in the property they have worked so hard to secure.

The physical characteristics of the scheme, 15m lighting columns, the absence of any effective screening that can stop light and noise pollution and the consequential repercussive diminution of quality of life for residents is obvious and is, we contend, sufficient justification to refuse this application. There will be a serious and profound loss of amenity.

There is however further compelling cause.

The essential qualifications for club membership at this level of football would result in further applications for a spectator stand, already referred to in the application, and fencing at 1.8m high around the pitch which is not referred to in the application. This building and fencing would impinge on and be detrimental to the open amenity aspect of the area. The League General Manager has confirmed in a letter dated 21st April that the alternative to fencing, because the characteristics of the ground are suitable, is, on match days, to close the entire area and totally deny access to non-paying persons. Woodstock residents currently use this open aspect area for recreational purposes. **This represents a serious loss of Community Facility**

The Woodstock Town Council is emphatically not opposed to the plans and ambitions the OWTFC has for the club and wishes them every success but this location in the Town is manifestly unsuitable for a scheme such as that proposed.

For all the reasons above WTC most strongly urges that WODC refuse this planning application and hopes you will support our position.”

Members confirmed that since the last meeting they had individually obtained further information regarding the application and had undertaken consultations.

Some Members were of the view that the application should be refused on the grounds of noise, lights, car parking, restrictions on public access, ugly masts and loss of amenity to local residents. It meant an urbanisation of the recreation ground which had been used by local people for sixty years, and the lights could not be regarded as a community facility.

An amendment to delete the words “**This represents a serious loss of Community Facility**” was defeated by ten votes to four.

Certain Members indicated that, whilst they opposed the proposal in this location, it might be acceptable elsewhere.

The Proposal was adopted by eleven votes to two. A Member called for a Named Vote, the result of which was as follows:

FOR: Cllrs Glee, Thomas, Grant, P Redpath, T Redpath, Edwards, Cooper, Poskitt, Yoxall, Richardson, the Deputy Mayor (11)
AGAINST: Cllr Stokes, The Mayor (2)
ABSTAINED: Cllrs Myatt, E Jay, Carritt (3).

RESOLVED

That the Proposal as set out above be adopted.

WTC/15/09 FUTURE OF POST OFFICE SORTING OFFICE

(a) Minutes of the Town Meeting held on 6 April 2009

The Council received the Minutes of the Town Meeting held on 6 April 2009

(b) Latest Situation

Cllr Edwards reported on the latest situation and confirmed that a letter had been sent to the Postal Delivery offices in Witney requesting a meeting. BBC Radio Oxford was being kept informed of events.

WTC/16/09 WOODSTOCK AT 900

(a) Minutes of the meeting of the Woodstock@900 Committee

The Council received the Minutes of the meeting of the Woodstock@900 Committee held on 27 April 2009.

RESOLVED

- (i) that Wake Up to Woodstock be the operating vehicle for organising and managing W@900 events under policies set by the Council and agreed with Blenheim. A collaboration agreement will be prepared and submitted to the Council and to the WUTW Committee;
- (ii) that a small steering group chaired by the Mayor and including those with hands-on business experience (Chris Baylis, Ian Lenagan and a Blenheim representative) be formed to direct the preparation of budgets and business plans for the celebrations. This group will prepare recommendations for the Committee and the Council for the financing of the project;
- (iii) that consideration to be given to a search for and appointment of a paid, but part-time, events director;
- (iv) that an invitation be extended to a representative of WODC Leisure and Tourism department to join the Committee;
- (v) that the most likely dates for the main celebrations to be either late May or Mid-June, avoiding any clash with the Blenheim triathlon on 6-7 June. The World Cup football finals are in mid-July. Possible collaboration with Woodstock carnival to be discussed with Dennis Allen;
- (vi) that Car parking be arranged with Blenheim and also possibly with Marlborough School and/or at the recreation ground with a shuttle connection to the centre;
- (vii) That the Mayor recruit a fund-raising committee for a suitable permanent project, e.g. a new community centre or Youth Club house, the final choice to be further considered and recommended to the Council;

- (viii) That a round-table discussion be convened by the Mayor for other Woodstock bodies to discuss how they may wish to participate in and contribute to the celebrations;
- (ix) That collaboration with the Museum be discussed and agreed, including a possible display of Woodstock archives; a logo to be designed, possibly based on the Council's armorial bearings and on the "W@900" tag line, Rod Craig to be consulted.

(b) Report of the Mayor

The Council received and considered a report from the Mayor as to the latest situation.

RESOLVED

- (i) That the Council notes the Mayor's report, approves the general direction of the preparations for Woodstock@900 and looks forward to receiving further reports with a view to approving policy decisions;
- (ii) That the Council approves the collaboration agreement with Wake Up to Woodstock attached to the Mayor's report (copy attached to these Minutes).

WTC/17/09 PROPOSALS OR RECOMMENDATIONS

(a) Environment Working Group

It was PROPOSED by the Deputy Mayor, seconded by Cllr Mrs T Redpath

"That the position of Council Member for Environment position be replaced by a Working Group to assume responsibility for the WTC environment assets which formerly fell to the CMfE and for the items in the Council budget which are shown as falling within his area. .

The Group shall have up to 7 members and the Chairman shall be elected by the members of the group at the first meeting.

Specialist co-opted members may be established by the Working Group and appointed by the council as required.

Lead roles may be established by the Working Group for:

Cemeteries;
Water Meadows;
Playgrounds;
OWL Nature Reserve; and
Bloom"

The Proposer and Seconder of the Proposal accepted an amendment to replace the word "established" in the third paragraph" by the word "recommended".

RESOLVED

- (i) that the Proposal set out above, as amended, be adopted;
- (ii) that the seven members of the Environment Working Group be Cllrs E Jay, Grant, Poskitt, P Redpath, T Redpath, Richardson and Thomas.

(b) Management of Time at Council Meetings

It was PROPOSED by the Mayor, seconded by Cllr Thomas

“That the Council ask Cllr Thomas, supported by Cllrs Mrs Redpath, Carritt and Glee and the Town Clerk, to examine the management of time at Council meetings and to report their recommendations to the Council.”

Cllr Carritt withdrew his name from the proposed list of participating Councillors and Cllr Cooper offered his name as a replacement.

RESOLVED

That Cllr Thomas, supported by Cllrs Mrs Redpath, Cooper and Glee and the Town Clerk, examine the management of time at Council meetings and report their recommendations to the Council

WTC/18/09 FORMER RAILWAY STATION SITE

Cllr Mrs T Redpath reported that the latest planning application by Berkeley Homes had been refused by the District Council. Mr Steven Sensecall expected that an appeal would be lodged by the applicants against the decision. It was hoped that the Planning Officer would be organising a meeting with Berkeley Homes, when the Council would be represented by Mr Sensecall.

The application for the stopping up of the footpath on the site had been approved by the District Council and it was

RESOLVED

That Mr Sensecall be requested to lodge an appeal with the relevant Government Office against this decision.

WTC/19/09 PLANNING APPLICATIONS

(a) Ref: 09/0478/P/FP

Erection of single storey side and rear extensions and construction of new front entrance porch.
Replace existing and add one further dormer window in existing rear elevation.
13 Shipton Road
Decision: No comment

(b) Ref: R3.0111/09

Cllr C Carritt had declared a Personal Interest in this application.
Erection of two single storey flat roof extensions to existing sports hall changing rooms and staff room; internal alterations to existing changing rooms; provision of hardsurface forecourt and associated work.
Marlborough School, Shipton Road
Oxfordshire County Council
Decision: No comment

(c) Ref: 09/0531/P/FP

Insertion of Roof Lights to Head Office Building
Owen Mumford Head Office, Brook Hill.
Decision: No comment

WTC/20/09 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/21/09 **PROPERTY WORKING GROUP**

The Council received and considered the Minutes of the meeting of the Property Working Group held on 27 April 2009 together with recent advice from Henmans, the Council's Solicitors.

With regard to the charges made to the Council for legal work it was agreed that alternatives should be investigated, although it was probable that the outcome might be to stay with the Council's current Solicitors.

A proposal of a sensitive nature was put to the meeting in respect of action to be taken in respect of 4 Market Street and was adopted with one Member voting against.

A similar Proposal of a sensitive nature was put to the meeting in respect of 2 Market Street and was adopted by eleven votes to four with one abstention. A Member called for a Named Vote, the result of which was as follows:

FOR: Cllr E Jay, Myatt, Glees, Thomas, Grant, Edwards, Cooper, Poskitt, Richardson, the Mayor, the Deputy Mayor (11).

AGAINST: P Redpath, Yoxall, Stokes, Carritt (4).

ABSTAINED: T Redpath (1)

RESOLVED

Property Strategy

- (a) that Cllr Carritt be thanked for preparing the draft specification document;
- (b) that the draft Specification document, as amended by the Working Group and attached as an Appendix to the Minutes of the Property Working Party, be approved;
- (c) that the basis of the charge to be made to the Town Council for legal work be considered by the Mayor's Committee;
- (d) that the following Companies and bodies be contacted to see whether they wish to tender for the contract to manage the Council's property portfolio: Ridge; Mouchel; Kemp and Kemp; West Oxfordshire District Council; Carter-Jonas; and VSL;
- (e) that the tendering process be completed in time for implementation of the new concept by Autumn 2009.

Update on 2 and 4 Market Street

- (a) That the Council take action suggested by its legal advisers and agreed at the meeting in respect of 2 Market Street to include the recovery of outstanding rents as well as the cost of dilapidations.
- (b) That the Council take action suggested by its legal advisers and agreed at the meeting in respect of 4 Market Street to include the recovery of outstanding rents as well as the cost of dilapidations.

Action Re Lease Renewal on 2 Park Street

That instructions be issued to Henmans to serve the notice as follows:

16 year term; break at end of fourth year upon six months notice; upwards only rent reviews every 4th year; internal repairing lease; quoting rent £21,200 per annum.

Review VAT Issue in Light of RFO Memo of 16.04.2009

That the Town Council does not proceed with registering properties for VAT for the time being on the understanding that this will mean exceeding the £7,500 limit on Exempt activity.

WTC/22/09 **RECRUITMENT OF RESPONSIBLE FINANCIAL OFFICER**

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

RESOLVED

- (a) that authority be delegated to the Town Clerk, in consultation with the Interview Panel, to offer the post of Responsible Financial Officer to one of the candidates applying for the job;
- (b) that authority be delegated to the Town Clerk, in consultation with the Mayor and the Chairman of the Finance Committee, to agree hours to be worked by Mr M Upham beyond the end of May 2009, depending upon when the new RFO can commence his/her duties with the Town Council;
- (c) that the Town Clerk takes on the property administration duties currently undertaken by Mr Upham between the end of May and the commencement of the new property management arrangements.

The Council then went back into Open Session for items 22 and 25 to 27 on the Agenda.

FINANCIAL ISSUES

WTC/23/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MAY 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 April 2009 and amounting to £9,931.12 be received and approved;
- (b) that the Bank Reconciliation Statements for April 2009 be received;
- (c) that the Summary and Detailed Income and Expenditure Statements for April 2009 be received;
- (d) that the decision to accept the terms offered by British Gas for a twelve month fixed price contract be confirmed;
- (e) (i) that the documents listed in the report entitled Internal Controls Report as being held at the Town Hall be forwarded to Henmans LLP for safe keeping;
(ii) that Henmans be requested to provide a full schedule of all documents held on behalf of the Town Council (no charge);
(iii) that, under the guidance of Henmans, the Council proceeds with the Voluntary Registration of Title to its properties.

OTHER ISSUES

WTC/24/09 SEALING OF DOCUMENTS

None

WTC/25/09 SOUTH EAST MARKET TOWNS AWARDS

The Council considered information regarding this competition and

RESOLVED

That the Council consider entering the competition in 2010 and in the meantime the matter be referred to the Environment Working Group.

WTC/26/09 CIVIC ANNOUNCEMENTS

It was agreed that the Town Flag should be flown on the day of the Annual Meeting of the Council each year.

WTC27/09 *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/28/09 *PROPERTY MATTERS*

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

RESOLVED

- (a) that the advice of the RFO with regard to VAT be noted;
- (b) that a schedule of approaches received in respect of the tenancy of 2 Market Street be noted;
- (c) that the Council continue to liaise with the tenant of the Rectory Lane Garage to monitor the clearance of the property and ensure that the terms of the lease are fully complied with;
- (d) that the letter from Meeson Williams dated 1 May 2009 regarding the Rectory Lane Garage be noted;
- (e) that the tenant of 1st Floor Room 3 at the Community Centre be offered the existing storage units and use of the side room for up to two hours per week at a cost of £75 per month, £900 per annum.

WTC/29/09 *STAFF APPRAISAL*

The Council received and considered a report from the Town Mayor on the annual staff appraisal that he had recently conducted with the Town Clerk.

The meeting rose at 10.15pm.

Signed Date