

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 08 JUNE 2010
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

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

ALSO IN ATTENDANCE:

County Councillor I Hudspeth and two members of the public.

WTC/38/10 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs C Carritt and A Glees.

WTC/39/10 DECLARATIONS OF INTEREST

Cllr Mrs E Jay declared a personal interest in Agenda Item 14 (Property Update) as she is a friend of the tenant of No. 4 Market Street. Cllr E Poskitt declared a personal interest in Agenda Item 20 (Civic Announcements) as she is one of the authors/editors of the book.

WTC/40/10 TO APPROVE THE MINUTES OF:

The Minutes of the meeting of the Town Council held on Tuesday 11th May 2010 were approved and signed as a correct record subject to the following amendments:

Minute WTC/2/10, Election of the Deputy Mayor Town Mayor and Signing of the Declaration of Acceptance of Office. In the last sentence of the first paragraph Cllr Cooper's initial was amended to read 'Cllr J Cooper'.

Minute WTC/14/10, Winter Weather. At the beginning of the resolution the word 'the' was repeated twice and therefore one 'the' was deleted.

Minute WTC/22/10, Property Working Group (iii) 4 Market Street. At the beginning of the second sentence, after 'Cllr Mrs V Edwards' the word 'she' was deleted.

Minute WTC/22/10, Property Working Group (v) Health and Safety. The resolution was amended to read 'Council Member for Property' instead of 'Council Member of Property'.

Minute WTC/26/10, Reclaim It. The beginning of the last sentence of the paragraph was amended to read 'Cllr C Carritt'

Minute WTC/27/10, Civic Announcements. At the beginning of the second sentence the words 'Cllr T Gardiner' were replaced with 'It was'.

Minute WTC/33/10, Election of Deputy Town Mayor. The word 'Major' was replaced with 'Mayor' in the resolution.

The Minutes of the meeting of the Town Council held on Tuesday 25th May 2010 were approved and signed as a correct record.

WTC/41/10 APPOINTMENT OF DEPUTY MAYOR AND COUNCIL VACANCY

(i) Appointment of Deputy Mayor

The Mayor noted with some regret that Cllr Mrs A Grant had decided to decline the post of Deputy Mayor and asked for other nominations for this position. Cllr Mrs T Redpath nominated Cllr Mrs V Edwards for the position of Deputy Mayor and Cllr Mrs A Grant seconded this nomination. Cllr Mrs V Edwards accepted the nomination.

RESOLVED

That Cllr Mrs V Edwards be elected to serve as Deputy Mayor of Woodstock until the Annual Meeting of the Council in May 2011. Cllr Mrs V Edwards then signed the Declaration of Acceptance of Office and returned this to the Clerk.

(ii) Parish Transport Representative

The Mayor noted with sadness the resignation of Cllr B Yoxall from Woodstock Town Council and thanked him for the considerable contribution that he had made whilst he had been on the council.

Cllr B Yoxall had been appointed as the WTC Parish Transport Representative at the May Council meeting and has indicated his willingness to continue with this role on behalf of WTC if he were to be asked to do so. Cllr Mrs P Richardson proposed that Mr Yoxall be the Parish Transport Representative and this was seconded by Cllr E Poskitt.

RESOLVED

That Mr B Yoxall is appointed as the WTC Parish Transport Representative.

WTC/42/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

An update from County Cllr Hudspeth was accepted and noted by WTC. Cllr Hudspeth reported that The RT Hon Eric Pickles MP, Secretary of State for Communities and Local Government had notified OCC of his commitment 'to rapidly abolish Regional Strategies and return decision making powers on housing and planning to local councils.' This announcement was welcomed by OCC and WTC. Cllr P Jay said that content of the letter from the RT Hon Eric Pickles should be fully taken into account when the Former Railway Station Planning Application is considered. WODC is currently unclear how this information will affect the Local Development Framework but the examination in public will no longer happen in Spring and it is not clear when it will now do so.

Cllr I Hudspeth reported that the Uplands Planning Committee of WODC had considered the 'Soldiers Museum' planning application and will be informing OCC that it is not happy with the design. He also reported that the Woodstock Youth Club planning application had been approved, subject to conditions.

The closure of the Dean Pit recycling centre raised some concern amongst Cllrs who were worried that this could result in additional traffic coming through Woodstock on route to other recycling sites. Additional freight traffic was of particular concern. Cllr Hudspeth reported that a new recycling centre will be opened in the Dean Pit local area.

RESOLVED

That the Clerk will register WTC's interest in the Waste Recycling Centre, Langford Lane with David Norris in the Planning Department of OCC and copy the letter to Cllr Hudspeth.

The Mayor took this opportunity to congratulate Oxford United Football Club on its return to the football league.

WTC/43/10 RE-ORDERING OF THE AGENDA

The Mayor asked the Council to agree to bring Agenda Items 7 (Former Railway Station Site) and 16 (Local Transport Plan 3(2011-2030) forward on the agenda as they might be of interest to the members of the public in attendance.

RESOLVED

That Agenda Items 7 (Former Railway Station Site) and 16 (Local Transport Plan 3 (2011-2030)) be brought forward on the agenda.

FORMER RAILWAY STATION SITE

(i) Update on the current position

Cllr Mrs T Redpath presented Council with an oral update about the meeting between WTC's planning consultant, representatives of Berkley Homes and Cllrs on 25th May 2010. It became apparent at this meeting that Berkeley Homes had already submitted the new Planning Applications for this development to WODC. This action appeared contrary to Berkeley Homes suggestion that they intended to consult with WTC and Woodstock residents.

(ii) Planning Applications 10/0738/P/FP, 10/0739/P/LB and 10/0740/P/DCA submitted by Berkeley Homes

Planning application 10/0738/P/FP is an application to erect 33 dwellings, shop and offices with associated parking, roads and landscaping together with rear extensions to 6, 8 & 10 Oxford Street including change of use of upper floors of No 10 to offices. Planning application 10/0739/P/LB is an application for alterations and extensions to 6, 8 and 10 Oxford Street. Planning application 10/0740/P/DCA is an application to demolish Young's Garage, related out buildings and the car showroom.

The Mayor advised of the large volume of paperwork associated with this planning application and said that it was important that residents were given time to read these documents. He suggested that an Extraordinary Town Council meeting be held to discuss these planning applications on Tuesday 22nd June 2010 at 7.30pm.

RESOLVED

That an Extraordinary Town Council meeting be held to discuss the planning applications relating to The Former Railway Station on Tuesday 22nd June 2010 at 7.30pm in the Town Hall.

WTC object to these planning applications and the council considered it important that WTC's Planning Consultant be asked to help WTC formulate its response. Cllr Mrs T Redpath commented on the date of the WODC letter. The Clerk confirmed that she had spoken to WODC and been told that 22nd June was the deadline for comments. She therefore advised the Council to send a holding objection before that date. Cllr Mrs T Redpath proposed that:

- (i) The Clerk send a holding objection to WODC and notify the planning staff that an Extraordinary TC Meeting will be held on 22nd June to discuss this application further, after which the full details of WTC's objections will be sent to WODC.
- (ii) The Clerk will send WTC's planning consultant a copy of the letter from the RT Hon Eric Pickles and ask him to draft a response in line with council policy and help WTC prioritise the issues.

RESOLVED

That the Clerk will send a holding objection to WODC and notify the planning staff that an Extraordinary Town Council Meeting will be held on 22nd June to discuss this application further, after which the full details of WTC's objections will be sent to WODC. The Clerk send WTC's planning consultant a copy of the letter from the RT Hon Eric Pickles and ask him to draft a response in line with council policy and help WTC prioritise the issues.

The Clerk has already booked a holiday 18-28 June and therefore Cllr Mrs T Redpath agreed to liaise with WTC's planning consultant.

LOCAL TRANSPORT PLAN 3 (2011-2030)

WTC has been invited to participate in The Local Transport Plan 3 (2011-2030) consultation. The Mayor distributed a summary of WTC's previous comments to OCC. Cllr Mrs Jay suggested that OCC be asked once again to liaise with Warwickshire County Council to co-ordinate the lorry advisory routes, and to investigate buying back and reinstating the old lorry park near Burford. Cllr I Hudspeth

explained the format of the web based consultation and commented that OCC were looking for general issues such as parking, bus services etc rather than specifics at this point.

RESOLVED

That Mr Yoxall will be asked to work with the Mayor and the Clerk to complete the WTC response on-line and that the response should focus on the following three issues:

- (i) Concerns that a new Railway Station at Water Eaton could result in traffic congestion that might have a ripple affect that would impact upon Woodstock.
- (ii) Concerns about Hanborough Railway Station as adequate parking facilities and public transport to service this station will be vital as will effective traffic management.
- (iii) Support for scenarios that maximize rail use over road for freight transportation.

WTC/46/10 COMMUNICATIONS

The Mayor reported upon the recent visit by the Mayor of Woodstock, Illinois to Woodstock Town Council on Tuesday 25th May 2010. He showed Cllrs the banner and plaque that the City of Woodstock, Illinois had presented to WTC.

WTC/47/10 QUESTIONS

None.

WTC/48/10 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MAY 2010

- (i) To receive the list of Payments for May (enclosed)
Cllr T Gardiner proposed that the list of payments made in the month of May 2010 amounting to £73,266.51 be received and approved. The Mayor seconded this proposal.

RESOLVED

That the list of payments made in the month of May 2010 amounting to £73,266.51 be received and approved.

- (ii) To receive the Bank Reconciliation Statements for May
The Council received and considered the bank Reconciliation Statements for May 2010.
- (iii) To receive the Summary and Detailed Income & Expenditure Statements for May 2010
The Summary and Detailed Income and Expenditure Statements for May 2010 were received and considered.
- (iv) Annual Statement of Accounts for 2009/10, Annual Return, Audit Report and Slippage Report
The Council received and considered the Annual Statement of Accounts for 2009/10, the Annual Return, the Audit Report and the Slippage Report. The Chairman of the Finance Committee proposed that WTC:
 - a. approve the annual statement of accounts for the year ended 31 March 2010;
 - b. approve the annual return for the year ended 31 March 2010;
 - c. receive and note the internal auditor's report for the year ended 31 March, 2010, in particular his recommendations for improving internal control;
 - d. authorize an increase in the level of Fidelity Insurance cover as advised by the internal auditor;
 - e. receive and note the slippage report for the year ended 31 March, 2010.

This motion was seconded by Cllr G Myatt.

Cllr P Redpath made a personal statement in which he said that he felt unable to endorse WTC's accounts for 2009/10 due to concerns about the financial regulation of the Woodstock@900 Legacy Fund. He asked for a named vote.

Cllr Mrs V Edwards proposed an amendment to the motion that new Trustees of the Woodstock@900 Legacy Fund now be appointed so as to regularise the placement of the Fund in an appropriate bank account. Cllr Mrs A Grant seconded this motion.

Cllr Jay reminded Cllrs that amendments had been made to the Woodstock@900 Legacy Fund constitution, reported to WTC on 11 May 2010 and blessed by the council whereby:

'The Trustees, of whom there shall be no less than four shall comprise: The Town Mayor or Deputy Town Mayor for the duration of his/her term of office, two Town Councillors nominated by the Town Council for the duration of their terms of office and a representative of Woodstock Business Community nominated by the Town Council.'

Cllr P Jay explained that the Trustees were fully responsible for managing and safeguarding the funds and banking them. None of this was relevant to the approval of the Town Council's annual accounts.

Cllr E Poskitt proposed that Agenda Item 12, The Appointment of Legacy Fund Trustees, be brought forward. The Mayor seconded this proposal and asked the Council to resolve that the approval of the accounts for the year ended 31 March 2010 be suspended whilst the Legacy Fund Trustees were appointed.

RESOLVED

That Agenda Item 12, The Appointment of Legacy Fund Trustees be brought forward and that the Council suspended the approval of the accounts for the year ended 31 March 2010 whilst the Legacy Fund Trustees were appointed.

WTC/49/10 APPOINTMENT OF LEGACY FUND TRUSTEES

The following nominations for Trustees were made:

1. Cllr E Poskitt proposed the Mayor and this was seconded by Cllr T Gardiner
2. Cllr P Redpath nominated Cllr Mrs V Edwards and this was seconded by Cllr Mrs A Grant
3. Cllr Mrs V Edwards nominated Cllr Mrs A Grant and this was seconded by Cllr I Thomas
4. The Mayor nominated Mr C Bayliss of The Real Wood Company and this was seconded by Cllr P Jay.

RESOLVED

That the Mayor, Mr C Bayliss and Cllrs Mrs V Edwards and Cllr Mrs A Grant be appointed as trustees to the Woodstock@900 Legacy Fund

WTC/50/10 RESUMPTION OF THE REPORT OF THE FINANCIAL OFFICER – JUNE 2010

- (iv) Annual Statement of Accounts for 2009/10, Annual Return, Audit Report and Slippage Report (continued)

The Council considered Cllr Mrs V Edwards proposed amendment to the 5 part motion in respect of the Annual accounts Annual Statement of Accounts for 2009/10, the Annual Return, the Audit Report and the Slippage Report. A Member called for a named vote, the result of which was as follows:

For: Cllrs Mrs A Grant, Mrs T Redpath, Mrs V Edwards and P Redpath (4)
Against: Cllrs G Myatt, E Poskitt, J Cooper, T Gardiner, P Jay, Mrs E Stokes, Mrs P Richardson and Mrs E Jay (8)
Abstained: Cllr I Thomas (1)

The proposed amendment was therefore rejected.

The main motion was then voted upon. A Member called for a named vote, the result of which was as follows:

For: Cllrs G Myatt, E Poskitt, J Cooper, T Gardiner, P Jay, Mrs E Stokes, Mrs P Richardson and Mrs E Jay (8)

Against: Cllrs Mrs A Grant, Mrs T Redpath, Mrs V Edwards and P Redpath (4)

Abstained: Cllr I Thomas (1)

RESOLVED (8 votes for and 4 against)

That WTC:

- a. approve the annual statement of accounts for the year ended 31 March 2010;
- b. approve the annual return for the year ended 31 March 2010;
- c. receive and note the internal auditor's report for the year ended 31 March, 2010, in particular his recommendations for improving internal control;
- d. authorize an increase in the level of Fidelity Insurance cover as advised by the internal auditor;
- e. receive and note the slippage report for the year ended 31 March, 2010.

WTC/51/10 **PLANNING APPLICATIONS**

Ref: 10/0736/P/FP

Erection of single and two storey rear extension.
10 Hill Rise, Woodstock

RESOLVED

That no comment would be made.

WTC/52/10 **MEETINGS OF COMMITTEES**

(a) Finance

The Council received and considered a report of the Finance Committee meetings dated 11 May 2010 and 20 May 2010. The Chairman of the Finance Committee reported that a draft set of revised financial regulations was being prepared for consideration at the next Finance Committee meeting. Recommendations may then be brought to Council.

(b) Woodstock@900

Cllr P Jay and the Mayor briefly reported on the visit by the Mayor of Illinois, USA on 25 May. Cllrs were shown the banner and plaque which the Mayor of Illinois had presented to the Town.

RESOLVED

That the banner and plaque presented to the Town as gifts from the city of Woodstock, Illinois will be hung in the foyer of the Town Hall.

Cllr E Poskitt reported that the official launch of the Woodstock@900 book and a book-signing event would take place at the Museum on 12th June. The Mayor reported upon the licensing arrangements for the live music event on 18th June and asked for volunteers to help steward the carnival. WTC were shown a bronze sculpture of the Duke of Marlborough's hand that will be presented to him. This was made by the wife of Phil Pike, the Director of the Woodstock@900 celebrations. A plaster cast of the hand will be presented to WTC.

WTC/53/10 **PROCEDURAL REVIEW**

(i) Report and Recommendations

Cllr I Thomas hopes to present a report to WTC at the July meeting.

(ii) Timings of Meetings

The timings of meetings were discussed. It was agreed that in future all meetings of the WTC or its Committees should take place at 7.30pm on Tuesday evenings (with the exception of the Woodstock@900 Committee which meets at 6pm) in accordance with SO1.

RESOLVED

That from now on the Council will be mindful that in future Council meetings will take place at 7.30pm on Tuesdays.

WTC/54/10 ***EXCLUSION OF THE PUBLIC AND PRESS***

The Mayor 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 asked to withdraw. This motion was seconded by Cllr T Gardiner.

RESOLVED

That the public be temporarily excluded and be asked to withdraw during agenda items 22 and 23.

WTC/55/10 ***PROPERTY UPDATE***

The Council received and considered a report from the Council Member for Property. Cllr Mrs E Jay declared a personal interest as she is a friend of the tenant of No. 4 Market Street. The Mayor reported that he had sent a condolence card to the family of one of WTC's tenants.

RESOLVED

That:

1. the solicitor's bill in respect of the sale of the Rectory Lane garage be paid.
2. Carter Jonas will be asked to advertise the vacant office in the Community Centre in the Oxford Times for 5 weeks, at £27 a week or less, and the advert will also be put on the WTC web site.
3. Meeson Williams will be asked to advertise No. 24 Market Place in The Oxford Times Magazine for one month (£60) and that a copy of the advert shall be put on the WTC web site.
4. WTC approve the recommendation that Carter Jonas be asked to arrange for the purchase and installation of a loft ladder to access the Town Hall roof but that they investigate whether the current quotation can be improved upon.
5. that Carter Jonas notify the tenants of No. 4 Market Street that a one month time extension has been agreed subject to their completing their lease within 14 days.

2 Market Street

The tenants at No. 2 Market Street have discovered a drainage problem in the cellar and another with the lintel underneath the front bay window that both require urgent attention. Carter Jonas has obtained estimates. The job will cost approximately £1700 plus VAT to repair. The Council Member for Property proposed that the Council offers to extend the rent free period to cover fifty percent of the cost. Cllr T Gardner proposed an amendment to the proposal so that the bill is split so that a third is paid by WTC and the rest by the tenant perhaps with a contribution from Carter Jonas. This amendment was seconded by Cllr Mrs V Edwards.

RESOLVED

That WTC agrees to pay one third of the bill for this work in the form of a rent free extension to the end of the contract.

Boilers in the Town Hall and Community Centre

The boilers in the Community Centre and Town Hall need to be routinely serviced. A part may also need replacing on the Town Hall boiler therefore Cllr E Poskitt proposed that the contractor be asked

to undertake this repair at the same time as carrying out the routine servicing in order to save money. Cllr P Redpath suggested amending this proposal so that three quotes are also obtained for a new boiler for the Town Hall. Cllr E Poskitt accepted this amendment.

RESOLVED

That Carter Jonas be asked to arrange for the routine servicing of the boilers but that no repair is undertaken on the Town Hall rusting connection until the potential costs can be compared with that of purchasing a new energy efficient boiler. Carter Jonas will be asked to obtain three quotes for a new energy efficient boiler for the Town Hall and advise WTC of any grants that may be available for consideration by the Property Working Group.

The Cllr for Property proposed that an additional payment of up to £1,000 monthly be made (upon presentation of invoices) for the next three months in the first instance to Carter Jonas for work undertaken in assessing Council properties and researching advice to give to Council during this current peak in property activity. This proposal was rejected by the Council.

Asbestos Surveys

Asbestos surveys are required for Town Hall and Community Centre. Cllr E Poskitt proposed that the Clerk arrange for these to be undertaken by the contractor who recently undertook the surveys on 2 and 4 Market Street (estimated total cost £950 plus VAT). Some Cllrs suggested that a survey may have already been undertaken at the Community Centre. Cllr Mrs V Edwards proposed an amendment to the motion that the Clerk confirm whether such surveys have been undertaken and that Carter Jonas then be asked to obtain three quotes for the surveys that are required.

RESOLVED

That the Clerk confirm whether valid asbestos surveys exist for either the Town Hall or the Community Centre and that Carter Jonas then be asked to obtain three quotes for any surveys that are required.

Cllr Mrs V Edwards recommended that the Property Working Group undertake a cost benefit analysis on each property.

Bowls and Tennis Club

Carter Jonas has not yet received a response to their letter.

RESOLVED

That the Clerk will contact the Chairman of the Woodstock Bowls and Tennis Club to enquire as to when Carter Jonas might expect a response to their letter.

WTC/56/10 SEALING OF DOCUMENTS

None.

WTC/57/10 TRAFFIC ADVISORY COMMITTEE

The Council received and considered the minutes of the meeting of the Traffic Advisory Committee that was held on 21st April 2010.

WTC/58/10 OXFORD AIRPORT REPORT

The Council received and considered a report from Cllr T Gardiner about the recent meeting of the Oxford Airport Consultative Committee.

WTC/59/10 MEMORIALS

The Council received and considered a report from the Clerk about the re-instating of memorials in the Hensington Road Cemetery. Cllr Mrs T Redpath proposed that the Council approve the Clerks recommendation that the memorial masons at J&M Humphris are employed to reinstate 9 memorials at the Hensington Road Cemetery in accordance to BS 8415 and the NAMM Code for a cost of £1,452.00 plus VAT and that the work will include a 5 year guarantee.

RESOLVED

That the memorial masons at J&M Humphris are employed to reinstate 9 memorials at the Hensington Road Cemetery in accordance to BS 8415 and the NAMM Code for a cost of £1,452.00 plus VAT and that the work will include a 5 year guarantee.

WTC/60/10 CIVIC ANNOUNCEMENTS

The Mayor proposed that WTC purchase 20 copies of the Woodstock@900 book as gifts for WTC visitors. This was seconded by Cllr Mrs V Edwards.

RESOLVED

That WTC purchase 20 copies of the Woodstock@900 book.

The Mayor advised Cllrs that the Mayor's Carols will take place on 15th December 2010.

The meeting rose at 10.30pm

Signed Date