

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 09 FEBRUARY 2010  
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 Glees
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr G Myatt	Cllr Mrs E Stokes
Cllr P Redpath	Cllr Mrs T Redpath
Cllr Mrs P Richardson	Cllr I Thomas
Cllr B Yoxall	Cllr E Poskitt

**ALSO IN ATTENDANCE:**

District Cllr Mrs J Dunsmore and one member of the public.

**WTC/284/09 APOLOGIES FOR ABSENCE**

County Cllr I Hudspeth.

**WTC/285/09 DECLARATIONS OF INTEREST**

Cllr J Cooper declared a Personal Interest in Agenda Item No. 9 (iii): Chiltern Railways (Bicester to Oxford Improvements) Order. Cllr J Cooper also declared a prejudicial interest in Agenda Item 13 (a) Mayor's Committee's pension update.

**WTC/286/09 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 12 January 2010 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/252/09 Communications: fourth paragraph of there is only one ~~in~~ ~~sheriff~~

Minute WTC/256/09 Report of the Responsible Financial Officer (i) Borrowing from the Public Works Loan Board of fifth sentence. This was amended to read ~~He~~ advised that if the roofing work should go ahead for the purposes of the PWLB application, the external decoration and masonry repair work should be done afterwards. In the named vote under the listing of Cllrs who voted for the motion the reference to ~~I Cooper~~ was amended to read ~~I Thomas~~

The minutes of the Extraordinary meeting of Town Council on 26 January 2010 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/266/09 Property Matters (a) Rectory Lane Garage. The second sentence was amended to read ~~The Deputy Mayor proposed that the Standing Order 36 of the Woodstock Town Council should be suspended for this item in order that the possible reversal of the council's previous decision could be discussed.~~ The second resolution was amended to record that 12 Cllrs had voted for and 1 against the proposal. The following additional sentence was inserted at the end of this resolution ~~This sub-group will hold a meeting with Henmans, Meeson Williams and Counsel.~~

The minutes of the Extraordinary Meeting of the Town Council on 2<sup>nd</sup> February were approved and signed as a correct record.

**WTC/287/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

District Cllr Mrs J Dunsmore told the Council that WODC had successfully bid for the following additional police officers: 1 inspector, 2 sergeants and 2 constables. She reported that a meeting had

been held about a planning application relating to 88 Manor Road, chaired by Cllr C Carritt. As a result of this meeting the decision will be deferred until after a site visit has taken place. She informed that council that public speaking at planning committees will be introduced from May 2010. Cllr Mrs J Dunsmore then responded to a query from Cllr Mrs P Richardson who had asked why five planning applications opposed by WTC had been passed by the planning committee. She said that of these 3 had been delegated and 1 had been passed by the Uplands Planning Committee. The other concerned the stopping up of a footpath and this had been passed by the Uplands Planning Committee but without her support. The Local Development Consultation is due to take place therefore Cllr Mrs J Dunsmore had asked Tina Rowley to pencil the date of the Annual Town Council meeting in her diary (her attendance was subsequently discussed at Items 7 and 10 of the agenda).

The Mayor asked Cllr Mrs J Dunsmore about the policing of events in 2010. He said that he had hoped to bring this up at the local area planning board as there were concerns that the traffic chaos of 2008 could be repeated if, as it was understood, the police would not be involved. Cllr Mrs J Dunsmore said that this matter had been raised at the meeting and that the police will probably be involved. The Mayor asked her to send written confirmation of this to WTC.

Cllr Mrs J Dunsmore confirmed that WODC will meet with the WTC planning consultant, Huw Mellor, about the Former Railway Station Site.

#### ***WTC/288/09 COMMUNICATIONS***

- (i) The Mayor reported that he had met with the Council's solicitors to address the concerns of some Cllrs about the costs and services received. A written response had been received today therefore this matter would be on the agenda for the next TC meeting.
- (ii) Following Cllr Mrs J Dunsmore report on the meeting about 88 Manor Road, the Mayor invited Cllr C Carritt to brief WTC about this. Cllr C Carritt said that the meeting had been called in response to the concerns expressed by local people and that it had been very successful meeting attracting 43 residents. At the meeting the residents had passed a resolution setting out their objections and they had also drawn up a petition 6 copies of these had been sent to WTC along with a letter. Cllr C Carritt noted that since this meeting a decision on this matter had been deferred.

#### ***WTC/289/09 QUESTIONS***

None.

#### ***WTC/290/09 THE TOWN MEETING 16<sup>TH</sup> MARCH***

The Annual Town Meeting on 16<sup>th</sup> March was discussed. The Mayor thanked Cllr B Yoxall for organising the collection for the retiring staff member. The Mayor confirmed that he would provide the projector that will be used at the meeting and Cllr C Carritt agreed to help operate this if required. The Clerk was asked to organise a sound system. The draft agenda was discussed.

#### **RESOLVED**

That the agenda be amended to include reports by Cllr Mrs J Dunsmore and Cllr I Hudspeth as originally suggested by the Clerk. That the reference to an old friend be removed from the agenda and replaced by the name of the staff member who is retiring. That Cllr P Redpath proposes the vote of thanks at the end of the meeting instead of the Deputy Mayor who was already making a presentation.

#### ***WTC/291/09 THE FORMER RAILWAY STATION SITE***

Cllr Mrs T Redpath presented a report reminding Cllrs about the situation in regard to the Berkley Homes proposal for the former station (Young's Garage) site. This included relevant WTC resolutions and correspondence with Huw Mellor, the council's planning consultant. Cllr Mrs T Redpath reported

that she had spoken to one of the Doctors at the Woodstock surgery who had confirmed that the doctors had rejected the proposal by Berkley Homes for a doctor's surgery on the site because the site was too small. Cllr Mrs T Redpath proposed

- That following the request of the December 2008 meeting - *to support the doctors to find a town centre site suitable for expansion and including appropriate access for patients* óWTC recognises that this does not mean that it has to be the former station site and certainly not if it means sacrificing the important elements of the site.
- That the council should take a more creative and forward looking approach to helping the doctors to find an alternative (but central) site and ó where possible- support discussions with suitable landowners.

This proposal was seconded by Cllr B Yoxall.

### **RESOLVED**

That WTC take a more creative and forward looking approach to support the doctors to find a town centre site suitable for expansion and including appropriate access for patients and that, where possible, it support discussions with suitable landowners.

Cllr Mrs T Redpath reminded Cllrs that they had until 16<sup>th</sup> February to send the Department of Transport letters objecting to the Stopping Up Order. She reported that all of the letters received would be copied to Berkley Homes, who would in turn respond to each of them.

### **WTC/292/09 STRATEGY MATTERS**

#### (i) Towards a WTC Strategy for Community Participants

The Council received and considered a report from Cllr B Yoxall. He proposed that this paper be further considered at a forthcoming Strategy Committee Meeting prior to forming part of the presentation by the Chairman of the Strategy Committee at the Annual Town Meeting in March. This proposal was seconded by Cllr Mrs E Jay.

### **RESOLVED** (8 votes for)

That this paper be further considered at a forthcoming Strategy Committee Meeting.

#### (ii) Local Transport Plan 3 (2011-2030)

A suggested response to the consultation prepared by Cllr B Yoxall was received and considered. Cllr J Cooper asked that the response to Q8 on page 13 be amended to ask why some bus fares were the same even if the distances travelled differed quite significantly. Cllr B Yoxall accepted this amendment. The Mayor proposed that this response be accepted by WTC. This was seconded by Cllr C Carritt.

### **RESOLVED** (10 votes for)

That the response prepared by Cllr B Yoxall and amended by Cllr J Cooper be submitted to the Local Transport Plan 3 Consultation by WTC.

#### (iii) Chiltern Railways (Bicester to Oxford Improvements) Order

Cllr J Cooper declared a personal interest as the owner of the grain silo is known to him. Cllr B Yoxall reminded the council that it had previously expressed its support for the proposal to introduce a new service for passengers between Oxford and London (Marylebone) via Bicester and High Wycombe, also incorporating a new Water Eaton Parkway station. He proposed that WTC reaffirm its support for the proposed Chiltern Railways Project.

Cllr Mrs T Redpath suggested that the proposal be amended to say that due consideration should be given to parking considerations. Cllr B Yoxall accepted this amendment to his proposal.

Cllr P Redpath suggested that the proposal be amended to say that a much improved bus service must be provided to service this station. Cllr B Yoxall accepted this amendment to his proposal.

Cllr J Cooper asked that WTC's support for this proposal by Chiltern Railways be brought to the attention of Lord Adonis, The Secretary of State for Transport. Cllr B Yoxall accepted this amendment to his proposal

The amended proposal was seconded by Cllr C Carritt.

**RESOLVED**

That the Clerk sends a letter, incorporating the amendments above, that reaffirms WTC's support for the Chiltern Railways proposal to introduce a new passenger service between Oxford and London via Bicester and High Wycombe.

***WTC/293/09 HOUSING DEVELOPMENT IN WEST OXFORDSHIRE***

The Mayor suggested that the Local Development Strategy be discussed by the Strategy Committee on 2<sup>nd</sup> March, the Town Council on 9<sup>th</sup> March and at the Town Meeting on 16<sup>th</sup> March. The deadline for responses is 22<sup>nd</sup> March. Cllr Mrs T Redpath presented a paper that she had prepared and reminded the Council of the results of the Town poll on housing. This poll had resulted in a high response rate of 46%. Cllr Mrs T Redpath proposed that:

- WTC accepts the recognition given by WODC that it needs to protect the distinctive qualities of market towns like Woodstock.
- That development in Woodstock is constrained.
- That notwithstanding this, WTC reinforces its agreed policy to support an appropriate development for the Brownfield station site, and that WTC sees this development as the completion of the town's contribution to the LDF process.

This proposal was seconded by the Deputy Mayor.

**RESOLVED**

That Cllr Mrs T Redpath's proposal form the basis of the WTC response to the LDF consultation, and that it would not be necessary for Tina Rowley from WODC to attend the Annual Town Meeting.

***WTC/294/09 RE-ORDERING OF THE AGENDA***

The Mayor asked that the Council agree to move Agenda Items 15, 20 & 21 forward on the Agenda as item 15 might be of interest to Cllr Mrs J Dunsmore and members of the public in attendance and items 20 & 21 were important matters for discussion.

**RESOLVED**

That Agenda Items 15 (Planning), 20 (Exclusion of the Public and Press) and 21 (Rectory Lane Garage) be moved forward and taken after Agenda Item No. 10 (Housing Development in West Oxfordshire).

***WTC/295/09 PLANNING MATTERS - APPLICATIONS***

(a) Ref: 10/0065/P/OP

Erection of attached dwelling and associated parking.  
5 Westland Way, Woodstock

The current application includes only minor alterations to the last application. It is therefore not substantially different. Cllr C Carritt proposed that the Council object to this proposal on the grounds of parking and the over-burdening of access. This proposal was seconded by Cllr Mrs E Stokes.

**RESOLVED**

That WTC object to this application because of the potential parking and access problems that could arise from it.

(b) Ref: 10/0107/P/FP

Alterations and erection of single storey rear extension.  
96 Oxford Street. Woodstock

**RESOLVED**

That no objection be made to this planning application.

(c) Ref: 10/0116/P/FP

Conversion of garage to living room and erection of single storey rear extension. (To allow changes to garden room extension including a flat roof).  
Lynton Fields, Oxford Road, Woodstock

**RESOLVED**

That no objection be made to this planning application.

(d) Ref: 10/0129/P/FP

Alterations and erection of rear extension.  
Hensington Farm House, 7 Banbury Road, Woodstock  
The Mayor reported that although he currently lives in this property with Cllr Mrs E Jay they have no interests to declare as the application is not being made in their name and does not affect the sale.

**RESOLVED**

That no objection be made to this planning application.

(e) Ref: 10/0130/P/LB

Internal and external alterations and erection of rear extension.  
Hensington Farm House, 7 Banbury Road, Woodstock  
The Mayor reported that although he currently lives in this property with Cllr Mrs E Jay they have no interests to declare as the application is not being made in their name and does not affect the sale.

**RESOLVED**

That no objection be made to this planning application.

(f) Ref:10/0127/P/LB

Installation of Solar panel  
57 Manor Road, Woodstock

Cllr C Carritt proposed that WTC support this planning application. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That WODC be told that WTC supports this planning application.

***WTC/296/09 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**

That the public be asked to withdraw from the meeting.

**WTC/297/09 RECTORY LANE GARAGE**

Cllr Mrs V Edwards updated WTC on this matter. Cllr Mrs V Edwards proposed that the council accept the recommendations of the sub-group that

- a. The garage be sold as soon as possible, the proceeds to be ring fenced for the re-building or refurbishment of the Community Centre, as decided by the council in October 2009, at WTC/166/09; and
- b. That the sale be by auction as recommended by Henmans in their letter of 8<sup>th</sup> February, 2010, Carter Jonas to be instructed to conduct the auction on the terms indicated by Mr Michael Lunt to the Working Group on that date; and
- c. That a reserve price and a guide price, agreed by the Council, be applied to the sale.

This proposal was seconded by the Mayor.

**RESOLVED**

That the garage is sold via a public auction as soon as possible and that a reserve price agreed by WTC would be applied to the sale.

**WTC/298/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JANUARY 2010**

(i) Borrowing From The Public Works Loan Board

The Clerk/RFO reported that the loan application was now with the PWLB awaiting a decision.

(ii) Signatories

The Clerk/RFO proposed that WTC Financial Regulation 5.3 be amended to include Former Town Mayors who are still serving on WTC as authorised signatories. This proposal was seconded by the Mayor.

**RESOLVED**

That the WTC Financial Regulation 5.3 be amended to include Former Town Mayorø who are still serving on WTC as authorised signatories.

(iii) To Receive the Lists of Payments for January 2010.

The list of payments for January 2010 amounting to £16,646.87 was received and considered by the Council.

**RESOLVED**

That the January payments totalling £16,646.87 be approved.

(iv) To receive the Bank Reconciliation Statements for January 2010.

To receive and consider the bank reconciliation statements for January 2010.

**RESOLVED**

To approve the bank reconciliation statements for January 2010.

(v) To receive Summary and Detailed Income and Expenditure Statements for January 2010

The summary and detailed income and expenditure statements for January 2010 were received and considered.

**RESOLVED**

To approve the summary and detailed income statements for January 2010.

(vi) Internal Control

The Clerk/RFO reported that actions are being taken to bring the internal control procedures up to date. The Mayor asked Cllrs to liaise with the Town Hall staff to ensure that this is achieved.

**RESOLVED**

That progress on the internal procedures will be reported to the next meeting of the Finance Committee.

(vii) Gas and Electricity Supplies

The Clerk/RFO reported that the current contracts are due to expire and therefore the options for entering a buying consortium are being investigated.

**RESOLVED**

That progress on investigating the options for entering a buying consortium is reported to the next meeting of the Finance Committee.

**WTC/299/09 SEALING OF DOCUMENTS**

None

**WTC/300/09 MEETINGS OF COMMITTEES AND SUB-COMMITTEES**

(a) Mayor's Committee

The Mayor presented an oral report of the Mayor's Committee Meeting that had been held on 2<sup>nd</sup> February. Recommendations:

**Electronic Agenda**

There had recently been problems distributing agendas and papers in the adverse weather. It was proposed that:

- Cllrs approve the use of electronic mail for the circulation of all agendas and meeting papers
- That hard copies of everything would still be available for collection at the Town Hall or at meetings.
- That the system be reviewed in 12 months time.

The Mayor seconded this proposal. The Deputy Mayor asked that the proposal be amended so that the trial would be for 6 months. This amendment was accepted.

**RESOLVED** (11 votes for, 3 against)

That electronic mail is used to circulate all agendas, papers etc for meetings but that hard copies would still be available for collection or at meetings if required and that the system would be reviewed in 6 months time.

**Spam Filters**

The Town Hall staff are currently experiencing high volumes of spam. It was proposed that:

- The Clerk, helped by Cllr Glees write to GCHQ to advise them of the problem and ask them to advise what can be done to eliminate this.
- That Mailcontroller be applied to the mailboxes of staff (the total cost for 5 users would be approximately £100).

Cllr I Thomas seconded this proposal.

**RESOLVED** (8 votes for, 5 against)

That GCHQ be contacted about concerns that spam was getting through to government email addresses and that Mailcontroller be purchased.

### **Electronic Recording of Town Council Meetings**

Cllr Mrs V Edwards had suggested that Town Council Meetings might be recorded. It was proposed that the Clerk and Cllr Mrs V Edwards further investigate this matter.

### **RESOLVED**

That the Clerk and Cllr Mrs V Edwards investigate the possibility of electronically recording Town Council meetings.

### **Staff Matters**

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**

That the public be asked to withdraw from the meeting.

#### **(i) Pension Update**

Cllr J Cooper declared a prejudicial interest and left the room whilst this matter was discussed. More financial details are required in order to facilitate a recommendation about future policy. The clerk will provide this information to the next meeting of the Finance Committee.

### **RESOLVED**

That the Council will make a policy decision in June 2010 for the next 3 years on the basis of the Clerks report in full

#### **(ii) Correspondence from staff past and present**

Several letters were received and considered.

### **RESOLVED**

That a former member of staff is paid a one-off full and final settlement towards a pension; that the content of two minutes on the web be revised; that some of the letters be considered at the next Mayor's Committee meeting; and that the Mayor and Deputy Mayor participate in the recruitment process for a new financial assistant.

#### **(b) Woodstock@900**

The Council received and considered an oral report from the Woodstock@ 900 Committee held on 9<sup>th</sup> February 2010. A lot of ideas have been presented by the Festival Director and he is currently trying to secure enough supporters to actively get the ideas off the ground. Trees are to be planted on the old allotment site. Cllr Mrs E Jay asked about plans for the upkeep of these trees. Cllr C Carritt said that it would mainly be volunteers. He suggested that it should not become a significant burden on the Council and therefore a joint proposal might be developed between Blenheim and the Woodland Trust that would allow for a fall back position if the project were to experience difficulties.

### ***WTC/301/09 TIME MANAGEMENT REVIEW OF WTC PROCEDURES***

The Council received and considered a report by Cllr I Thomas, and the Mayor thanked him for this. Cllr I Thomas made a proposal seconded by the Mayor that:

- The report is approved.
- That a working group consisting of Cllrs Thomas, Cooper, Glees and Mrs T Redpath be set up.
- That the working group make recommendations to Council.

Cllr C Carritt proposed an amendment so that the WG also include Cllrs B Yoxall, P Redpath and Mrs P Richardson. This amendment was accepted.

**RESOLVED**

That Cllr Thomas report be noted, a working group consisting of Cllrs, I Thomas, A Glees, B Yoxall, J Cooper, P Redpath, Mrs P Richardson and Mrs T Redpath be approved and that this will make recommendations to Council.

**WTC/302/09 RE-ORDERING OF THE AGENDA**

The Mayor asked that the Council agree to move Agenda Items 23 forward on the Agenda as it included an important matter for discussion.

**RESOLVED**

That Agenda Items 23 (Property Matters) be moved forward and taken after Agenda Item No. 14 (Time Management Review of WTC Procedures).

**WTC/ 303/09 PROPERTY MATTERS**

Cllr Mrs V Edwards proposed that the VAT registration date be moved back to 1<sup>st</sup> March 2010. This proposal was seconded by the Mayor.

**RESOLVED**

That the registration date for VAT be 1<sup>st</sup> March 2010.

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**

That the public be asked to withdraw from the meeting.

Various matters concerning rent and rent collection were discussed. Cllr Mrs V Edwards proposed and the Deputy Mayor seconded a motion that

- The rent negotiated with the Post Office be approved
- Carter Jonas to be asked to collect rent arrears
- The Clerk contact the Bowls and Tennis Club to advise them that WTC is still awaiting a response from NALC

**RESOLVED**

That the rent negotiated with the Post Office is approved, that Carter Jonas is asked to collect rent arrears and that the Clerk will appraise the Bowls and Tennis Club of the current situation.

**WTC/304/09 NEW ADDRESSES – WHITE CLOSE**

WODC has asked WTC to comment on the proposed name for a new estate on the Banbury Road. The proposed name, White Close, was discussed. Several Cllrs suggested that it be named after Ben Brooks, a popular local farmer who had lived close by. Cllr Mrs A Grant proposed that the new estate be called Benø Close. Cllr P Redpath seconded this proposal.

**RESOLVED** (13 votes for)

That WODC be advised that WTC would like this estate to be called Benø Close.

**WTC/305/09 APPROACH FROM OWEN MUMFORD – LIGHTING IN GREEN LANE/BROOK HILL**

The Council discussed a recent approach from Owen Mumford about whether WTC would consider funding some street lighting outside their site in Woodstock. Although the council was sympathetic to the request it considers the main beneficiaries to be the employees of Owen Mumford. Cllr C Carritt proposed that Owen Mumford be asked to fund any additional installation themselves. This was seconded by the Mayor.

**RESOLVED**

That the Clerk advises Owen Mumford that WTC suggested that they pay for the installation of any lights that are required outside their premises.

**WTC/ 306/09 MINUTE BINDING**

Several years of loose minutes have now accumulated in the office therefore the Clerk proposed that permission be granted for some of these to be bound by a company based in Oxford that WTC had used previously. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the Clerk arrange for the minutes to be bound.

**WTC/307/09 DEEDS REGISTRATION**

The Clerk updated the Council about progress on the registering of the Councils property.

**WTC/308/09 CIVIC ANNOUNCEMENTS**

The Mayor presented the cost information obtained by Mrs V Read of updating the chain of the Mayors consort. Three updates were required and this would cost nearly £500. The Mayor proposed that this update be undertaken. The Deputy Mayor seconded this proposal. Cllr Mrs A Grant proposed that this motion be amended so that the proposal be deferred until September 2010 and considered as part of the budget process. This amendment was accepted.

**RESOLVED (1 against and 3 abstained)**

That the proposal be deferred until September 2010 and then considered as part of the budget process.

The meeting rose at 10.30pm.

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