

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 09 NOVEMBER 2010  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr J Cooper (Town Mayor)	Cllr Mrs V Edwards (Deputy Mayor)
Cllr C Carritt	Cllr T Gardiner
Cllr A Glees	Cllr Mrs A Grant
Cllr Mrs J Dunsmore	Cllr Mrs E Stokes
Cllr P Redpath	Cllr Mrs T Redpath
Cllr Mrs P Richardson	Cllr Mrs L Glees
Cllr E Poskitt	

**ALSO IN ATTENDANCE:**

County Cllr Mr I Hudspeth and three members of the public.

**WTC/166/10 APOLOGIES FOR ABSENCE**

Cllrs Mrs E Jay, P Jay and I Thomas.

**WTC/167/10 DECLARATIONS OF INTEREST**

Cllr Mrs A Grant declared a prejudicial interest in Agenda Item No. 10: The Annual Street Fair as she is a shop keeper.

**WTC/168/10 MINUTES**

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

Amended Minute of Extraordinary Meeting of the Council held on 28<sup>th</sup> September 2010.

WTC/145/10, Property Update (b) 8 Park Street. The amended minute from the last meeting was further amended as follows. In the fifth sentence the word 'agreed' was replaced with 'resolved'. The resolution at the end of the amended minute was deleted.

WTC/152/10, Motions Presented to Council. The last sentence was amended to read 'This motion was seconded by Cllr Mrs P Richardson.'

WTC/154/10, Urban Connections. The words 'and left the room.' Were added to the end of the first sentence.

WTC/160/10, Minutes of Committees and Sub-Committees, (a) Finance Committee. The date at point (i) (d) was amended to read 23<sup>rd</sup> November 2010.

WTC/160/10, Minutes of Committees and Sub-Committees, (b) Woodstock@900. Second paragraph replaced with the following: 'One member of the Woodstock@900 committee has offered to help with the Christmas lights collection if required. Cllr Mrs J Dunsmore offered to try to raise the money for the Christmas lights if no one else on the council wished to do so. Cllr Mrs A Grant thought that this was a good idea and agreed to help'. In the name vote about the Christmas lights Cllr Mrs T Redpath's name was added to the list of Cllrs who abstained.

WTC/160/10, Minutes of Committees and Sub-Committees, (c) Mayor's Committee. The minutes were amended to record that Cllr Mrs T Redpath proposed that the three matters in the paper prepared by the Clerk were referred back to the Mayor's Committee as a matter of urgency. The resolution was amended as follows: 'RESOLVED (9 votes for, 7 against) That the matters presented in the Clerk's paper be referred back to the Mayor's Committee.'

WTC/163/10, Farmers Market. The second sentence had the following text added to the end of it 'and that a letter is sent to WODC bringing this matter to their attention and asking them to comment on this potential health and safety issue'. The third and fourth sentences were amended to read 'Cllr Mrs A Grant asked that the motion be amended so that the person responsible for the market and positioning

of the stalls be asked to find the pottery stall a safer place to conduct his business. This amendment was accepted by Cllr C Carritt’.

**WTC/169/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

The November 2010 Parish Report from County Cllr Ian Hudspeth was received and considered. OCC is currently working on its spending review and the final details should be available at the end of the month. The new waste facility at Ardley has been officially opened.

Cllr I Hudspeth said that the Oxfordshire County Council (OCC) speed cameras had been turned off when money was cut from the ‘Safer Roads Partnership’. However this action had not stopped the police from being able to enforce the speed limits. The police have now identified a way of making speed cameras self-financing at low cost to residents. The ‘Access to Oxford’ programme to improve traffic around Oxford will not receive funding but OCC can bid for future funding streams e.g. through the new Local Enterprise Partnership.

Cllr I Hudspeth reported, in his capacity as Chairman of Licensing at WODC, that the CLA Game Fair will return to Blenheim Palace on 22-24 July 2011. It is anticipated to attract 150,000 visitors over the three days and contribute £13.2 million to the local economy. The CLA, Thames Valley Police (TVP) and OCC have already met to discuss traffic management for the event and over 20 new proposals are being considered for inclusion in the traffic management plan.

The deputy mayor said that although WTC would support efforts to ensure a successful CLA event, in order to be credible, WTC required hard evidence to support any planned actions and therefore needed to see the facts and figures quoted about the event. Cllr I Hudspeth said that these had come from a report produced by the University of Bournemouth. Cllr A Glees currently is trying to establish the authorship of the paper that has been brought to the attention of David Cameron MP and is worried that the Prime Minister has relied on these facts and figures. Cllr A Glees is worried that the facts and figures in the paper take no account of the cost of the ensuing grid lock and would therefore like to confirm that the report has been signed and dated in order that it can be referred to later. Cllr A Glees reported that WTC and the CLA organisers were concerned at the lack of a written commitment from TVP that they will treat the potential traffic problems as anything more than local incidents. He stressed the importance of keeping the A44 traffic flowing.

Cllr A Glees considered that by meeting with the CLA WTC had assumed some ownership of the event and therefore wants to ensure that residents are aware of the potential problems, especially on the Friday morning. Cllr Hudspeth reported that after the last event Sara Thornton, Chief Constable of TVP confirmed, and later reiterated to the OCC cabinet, that TVP would be present to help with this event. He suggested that the Mayor might also like to seek a written assurance of this. Local congestion was considered a major problem and was discussed at some length. Cllr Mrs A Grant was worried about the effect on hospitals and the problems that doctors and patients would face getting to and from them. She considered that the routes to and from the hospitals and doctors surgeries must be kept clear. Cllr I Hudspeth suggested that because of the congestion anticipated for the Friday local doctors should be encouraged to work at surgeries on that day and that local people plan their appointments around the CLA event as far as they are able to do so. Cllr T Gardiner noted the need for joined up thinking and advised that this was not just a case of people needing to get out of bed a little earlier. Cllr I Hudspeth said that forward planning should ensure that any emergencies could be dealt with effectively.

**WTC170/10 COMMUNICATIONS**

The Mayor reminded the council that some big issues were looming and suggested that it should focus on what needs to be done in order to address these. The Deputy Mayor endorsed the Mayor’s view. She said that it was important to debate matters and for Cllrs to vote according to their beliefs but that when doing so they follow the code of conduct and act as a cohesive body in the best interests of the Town.

The Mayor reported that passing of the Town Hall Caretaker's mother, Mrs Barbara Turner. He has sent a message of condolence.

The Mayor showed Cllrs the Town Council 2010 Christmas card and some photos from the recent Mayor's reception. He also showed the council compliment slips that had been purchased and donated to WTC by Mrs A Cooper for the use of current and future Mayor's. Cllr T Gardiner proposed that the council thank Mrs Cooper for her gift and the council supported this proposal.

#### **RESOLVED**

That Mrs A Cooper is thanked for the compliment slips that she has presented to WTC.

**WTC171/10**

#### **QUESTIONS**

The following questions lodged by Cllr Mrs A Grant in accordance with Standing Order 24 were received and considered:

Q1. Meeting of Tuesday 13<sup>th</sup> July WTC/71/10

Concerning the children to the north of the Black Prince not being automatically allowed to attend Woodstock Primary School. **RESOLVED** that the Clerk will write to OCC to request clarification about its policy with regard to the catchment area for the Woodstock Primary School. Have we had any reply?

The Mayor confirmed that a reply had recently been received and circulated to Cllrs.

Q2. Meeting of 14<sup>th</sup> September 2010 Minute WTC/136/10

The bowser is no longer used by WTC. Cllr Mrs P Richardson reported that she had received expressions of interest from 2 contractors. Has there been any further action on this?

The Mayor confirmed that no offers had yet been received.

Q3. Cllr Mrs A Grant circulated a paper on 10/10/10 concerning the telephone account. Please could this be explained.

The Mayor referred Cllrs to a response prepared by the financial assistant.

Q4. I sent out an email dated 27<sup>th</sup> October 2010 and as yet have not received a reply. Please can this be looked at?

Q5. Car Park at Football Field 30<sup>th</sup> October 2010. Can we please look at the Minute No WTC/317/09 (meeting of 9<sup>th</sup> March 2010) and confirm if this is still what is supposed to be happening?

The Mayor said that he is setting up a meeting to progress this matter.

The following question lodged by Cllr Mrs P Richardson in accordance with Standing Order 24 was also received and considered:

Q. It is 25 years since the fire fighters of Woodstock have raised money for Children in Need. Would it be possible to acknowledge their commitment – perhaps in the Woodstock and Bladon News? Could the Town Council also acknowledge the long-term dedication given by Woodstock fire fighters to keeping Woodstock safe?

The Mayor said that on two occasions he had contacted them and requested a list of the people involved but had received no response on either occasion. He will be going out with street collectors later in the month.

**WTC/172/10**    **MOTIONS PRESENTED TO COUNCIL**

The council received and considered the following motion submitted by Cllr T Gardiner:

‘WTC Election 9<sup>th</sup> September 2010. Representations have been made to some, but not all, councillors expressing disappointment and dismay that Woodstock electors did not receive Polling Cards at the recent By-election. Uncertainty regarding the voting process without polling cards and in some cases a complete lack of knowledge that there was an election prevented a number of residents from voting. Whilst the decision not to issue Polling Cards was taken quite properly, lawfully and for very legitimate cost saving reasons, WTC recognises that this was, with hindsight and with a broader view, an error. This error had the serious but completely unintentional effect of disenfranchising voters. WTC wishes to apologise unreservedly to any member of the local electorate who was disenfranchised by our decision.’

Cllr C Carritt seconded this motion. Discussion followed during which some Cllrs reminded the council that the decision had been made against a background of financial difficulties. Cllr A Gardiner agreed to a proposed amendment that the word ‘unreservedly’ be removed from the motion. The motion was then put to the vote and rejected by 9 votes to 4.

**WTC/173/10**    **HIGHWAYS AND TRANSPORT ISSUES**

(i)    Consultation on Concessionary Fares Schemes

The council received and considered details of a consultation being undertaken by OCC. The Government requires that OCC takes over responsibility for concessionary bus passes from 1<sup>st</sup> April 2011. A single new scheme will replace the five existing schemes operated by each of the City and District Councils. OCC has invited comments on its proposals. Cllr C Carritt proposed that WTC seek clarification from WODC and OCC about the transitional arrangements that are proposed in connection with the concessionary fares scheme. This motion was seconded by Cllr Mrs A Grant.

Cllr Mrs J Dunsmore was concerned that bus tokens might be discontinued. She said that OCC and WODC needed to be urged to keep them because many rural people rely on these to get to doctors surgeries, hospitals etc and feared that lives could be lost if they were discontinued. Cllr Mrs J Dunsmore asked that the motion be amended so that it included a request to retain the enhancement for rural areas. Cllr C Carritt agreed with this amendment.

**RESOLVED**

That WTC will seek clarification from WODC and OCC about the transitional arrangements that are proposed in connection with the concessionary fares scheme and ask that they retain the enhancement for rural areas.

(ii)    Steps Leading from Upper Brook Hill to Brook Hill (opposite No.38)

The council received and considered a letter from a local resident requesting that the existing handrail be extended down to the very end of the slope at the foot of the steps.

**RESOLVED**

That WTC will write to OCC and ask for details of the cost for extending the hand rail and for clarification about whether they will fund it.

(iii)    Bus Services

The council received and considered a letter from a resident objecting to the planned changes to the 242 Witney to Old Woodstock bus service. The Mayor noted that additional buses around the Market Square could cause significant problems. Cllr C Carritt is meeting with OCC Cllr R Rose on 10<sup>th</sup> November 2010 and will try to persuade the county council to continue the 242 bus service up to Old Woodstock. He will report back to council in December.

## **RESOLVED**

That this item be put on the December WTC agenda so that Cllr C Carritt can present his feedback from the meeting with OCC.

### (iv) Role of the Parish Transport Representative

Cllr A Glees said that he was not entirely clear about the role of the Parish Transport Representative and asked whether there were any terms of reference or job description for the role. Discussion followed. Cllr A Glees queried whether the representative should include rail matters in their remit as there was no longer a railway station in Woodstock however some other Cllrs felt that it was important that rail be included as many Woodstock residents use local train services and therefore have an interest in them. Cllr T Gardiner reminded the council that the Public Transport Representative has always been someone with a healthy interest in the subject. He considered it important that any report was comprehensive and all transport matters known. He also noted the current representative's experience in this area and questioned whether there were many other local people who could match this contribution.

The Mayor reminded the council that at the town council meeting on 8<sup>th</sup> June (Minute WTC/41/10) the council had asked Mr B Yoxall to become the councils public transport representative and serve on the committee at County Hall that discussed transport matters. The Deputy Mayor asked that the future role and mandate of the Parish Transport Representative be included on the December WTC agenda.

## **RESOLVED**

That the future role and mandate of Parish Transport Representative is included on the December WTC agenda.

### (v) Railway Matters for Town Council Consideration

Cllr C Carritt proposed the following four part motion which was seconded by the Mayor:

- (a) WTC deplores the lack of consultation by the County Council over the proposed bus link from Hanborough station. WTC believes this should be an all-the-year-round taxibus facility linking with Woodstock town and not just a seasonal facility to and from Blenheim Palace.
- (b) WTC believes that money to finance and upgrade of Ascott-under-Wychwood station would be better spent at Charlbury and would be equally as accessible for onward bus travel to and from Burford as well as providing improved facilities for many more rail travellers than are likely to use Ascott.
- (c) WTC considers that rail priorities should be focused on improving existing rail passenger services on the Cotswold Line, at Oxford, on the EastWest rail link and the Chiltern service rather than the proposed 'high speed rail two'.
- (d) WTC mandates Mr Brian Yoxall, as Public Transport Representative for the Council, to express these policies to the County Council on its behalf.

Discussion followed. Cllr P Redpath said that although some of these issues are not local they should be considered in more depth if they are more environmentally friendly. Some Cllrs considered that they lacked sufficient knowledge to be able to vote on some parts of the motion. The motion was voted upon as four separate items.

- (a) Proposal that OCC be admonished about its lack of consultation over the proposed bus link from Hanborough station and notified of WTC's views concerning the taxibus facility linking Hanborough station and Woodstock.

**RESOLVED** (11 votes for, 2 against)

That OCC be notified that WTC deplores the lack of consultation by the County Council over the proposed bus link from Hanborough station and that WTC believes this should be an all-the-year-round taxibus facility linking with Woodstock town and not just a seasonal facility to and from Blenheim Palace.

- (b) Proposal that OCC be told that WTC believes that money to finance and upgrade of Ascott-under-Wychwood station would be better spent at Charlbury.

**RESOLVED** (4 votes for, 4 against - the Mayor used his casting vote to pass this resolution).

That OCC be notified that WTC believes that money to finance and upgrade of Ascott-under-Wychwood station would be better spent at Charlbury and would be equally as accessible for onward bus travel to and from Burford as well as providing improved facilities for many more rail travellers than are likely to use Ascott.

- (c) Proposal that rail priorities should be focused on improving existing rail passenger services on the Cotswold Line, at Oxford, on the EastWest rail link and the Chiltern service rather than the proposed 'high speed rail two'. This motion failed by 5 votes to 3.
- (e) Proposal that WTC mandates Mr Brian Yoxall, as Public Transport Representative for the Council, to express these policies to the County Council on its behalf.

**RESOLVED** (5 votes for, 4 against)

That Mr Brian Yoxall, as Public Transport Representative for the Council be mandated to express these policies to the County Council on behalf of WTC.

#### **WTC/174/10 GAME FAIR 2011**

Cllr A Glees presented an oral update to the council. He had met with the event organisers CLA earlier that day. Fiona Eastman the public relations representative and Neil Brooks Ward, the person responsible for the transport plan were two of the people who attended this meeting. The organisers considered that WTC and residents would benefit hugely from the Game Fair. They have been in touch with Wake Up To Woodstock and were mindful to try and facilitate an opportunity for the trade's people of Woodstock to market their wares on the Sunday. 6,000 people are expected to use the campsite at Ditchley Gate and buses will be laid on to bring these to and from Woodstock.

There have been four meetings with Thames Valley Police (TVP) so far. Mr Brooks-Ward suggested that TVP had radically changed their views about policing this event however they would not commit to the number of motor cycles that would be available. Two new car parks are being proposed – one of the Cassington Road approach with an entrance on that side, and the other on the airfield site off the Deddington Road. This would involve taking drivers and their passengers across the A44 and TVP envisage employing recently retired police officers to help. Changes would be made to the signage. Mr Brooks-Ward had stressed that this is a work in progress but suggested that a network of 'spotters' would be used including 'twitter' along with local radio.

Cllr A Glees made the organisers aware that WTC felt that it would be wrong to promote the event to residents based on the figures in the University of Bournemouth report and there will be serious issues if the event goes pear-shaped. A clear commitment is required from TVP as the local police are not yet certain that they will be involved. A detailed traffic plan is required and the WTC Public Transport Representative will need to spend time and energy to try and make things happen. It was noted that an influx of shoppers into the centre of Woodstock on the Sunday would not necessarily be good for the shops if they had received no notice of this beforehand. The CLA were advised that they should fully utilise links with the WTC web site (possibly with a dedicated page) and consider commissioning a special edition of Woodstock & Bladon News. Cllr A Glees concluded by saying that TVP, CLA,

OCC are all taking this matter seriously and that although it could be a threat if not properly managed it could also be an opportunity and so WTC should continue to work with the organisers. He will attend the next meeting on 25<sup>th</sup> November 2010 and suggested that other Cllrs may also like to do so.

Cllr A Glees proposed that WTC write to Sara Thornton, the Chief Constable of TVP and ask for assurances that they will be actively managing the traffic associated with the CLA event rather than just having a presence. Cllr C Carritt seconded this motion but asked that it be amended so that the letter is signed by the Mayor rather than the Clerk. Cllr A Glees accepted this amendment.

**RESOLVED**

That the Mayor will write to Sara Thornton, the Chief Constable of TVP and ask for assurances that the police will be actively managing the traffic associated with the CLA event rather than just having a presence there.

**WTC/175/10 THE ANNUAL STREET FAIR**

Cllr Mrs A Grant declared a prejudicial interest in this matter as she is a shop keeper. The Town Council had received two complaints about the fair. Discussion followed.

The Deputy Mayor said that she was aware that at least one resident was dismayed at an alleged incident at this years fair and the lack of a police presence. She considered that the fair was not working to its original charter (which positioned it within the square behind the NatWest Bank) so was in the wrong position, extended too far and was too loud. Other Cllrs commented on the siting of generators, diesel fumes, noise and the amount of time that the roads were closed and parking problems. Other Cllrs considered that the Fair was a tradition in the town that brought enjoyment to many residents. Cllr J Dunsmore noted that parking was also affected by the Woodstock Carnival, Woodstock Live etc but that these events contributed to making Woodstock the vibrant town that it is. She added that she has spoken to the Chief Inspector of West Oxfordshire about the lack of a police presence and has had assurances that this will not happen again. Other possible sites were discussed but nothing suitable could be identified. Cllr Mrs P Richardson asked that it be recorded that the road closures come into force too early and affect various people.

Cllr A Glees suggested that several issues raised by Cllr C Carritt be followed up as WTC needed to keep a watching brief on these matters. He suggested that although diesel fumes may have been at acceptable levels in the past they needed regular checking and he was also concerned that a lack of clear signage to public toilets might be contributing to the misuse of the area near the Nat West Bank cash machine. Cllr A Glees proposed that WTC ask Cllr C Carritt to review the current issues.

**RESOLVED**

That Cllr C Carritt will draft a report for council consideration in December.

**WTC/176/10 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

- (i) To receive the lists of payments for October 2010  
The list of payments for October 2010 was received and considered by the Council.

**RESOLVED**

That the list of payments made in the month of October 2010 amounting to £20,710.57 was approved.

- (ii) To receive Bank Reconciliation Statements for October 2010  
The bank statements were received and considered. The Mayor proposed that the bank reconciliation statements for October 2010 be approved. This motion was seconded by the Deputy Mayor.

**RESOLVED**

That the bank reconciliation statements for October 2010 were approved.

- (iii) To receive Summary and Detailed Income & Expenditure Statements for October 2010  
The summary and detailed income & expenditure statements for October 2010 were received and considered.

**RESOLVED**

That WTC approved the summary and detailed income statements for October 2010.

**WTC/177/10 PLANNING MATTERS - APPLICATIONS**

(a) Ref: 10/1461/P/FP

9 Boundary Close, Woodstock

Replace existing driveway and front lawn with block paving.

**RESOLVED**

That WTC has no comment to make about this planning application.

(b) Ref: 10/1537/P/DCAEXT

105 Manor Road, Woodstock.

Demolition of existing garage/flat and lean-to shed. To allow extension to time limit.

**RESOLVED**

That WTC has no comment to make about this planning application.

(c) Ref:10/1575/P/FP

1 Hensington Close, Woodstock.

Erection of Front Porch.

**RESOLVED**

That WTC has no comment to make about this planning application.

(d) Ref: 10/1581/P/LB

8 Park Street, Woodstock

Internal and external alterations to include the replacement of bathroom waste pipe.

**RESOLVED**

That WTC has no comment to make about this planning application.

**WTC/178/10 POLLING STATION TO SERVICE OLD WOODSTOCK**

The council received and considered a letter from a resident that suggested that the turn-out amongst Old Woodstock residents for the recent local election seemed low and also queried the need for an additional polling station to service Old Woodstock. Cllr C Carritt was concerned that some elderly or less able residents in Old Woodstock might have been deterred from voting due to the location of the existing polling stations. All Cllrs recognised that it was important that residents be able to vote and it was suggested that more residents might like to vote by post or on-line. The Deputy Mayor queried whether there would be a cost associated with any additional polling stations. Cllr T Gardiner proposed that WTC ask Cllr C Carritt to investigate this matter further and report back to Council.

**RESOLVED**

That Cllr C Carritt investigate the need for an additional polling station in Old Woodstock and report back to Council.

**WTC/179/10 ALLOTMENTS**

Cllr Mrs Redpath said that the council has an obligation to try and provide allotments for residents if written requests were received from at least six local taxpayers or electors. To date over twenty such requests have been received. Cllr Mrs T Redpath, Cllr P Jay and the Clerk are currently investigating the options available to the council and will report back to council in due course.

**WTC/180/10 CHRISTMAS LIGHTS**

Cllr Mrs D Dunsmore reported that she had collected, with the help of Cllr Mrs A Grant, £1880 towards the Christmas lights to date and passed this money to the Clerk during the meeting for depositing in the bank. An additional £100 had been denoted from the profits from the publication 'Woodstock and the Royal Park – Nine Hundred Years of History' and Cllr Mrs J Dunsmore reported that a further £300 was due in at the end of the week. Cllr J Dunsmore asked that all donors be thanked for their contributions.

**RESOLVED**

That the council formally recorded its thanks to all those who have made a donation towards the Christmas light fund this year.

The Mayor thanked Cllrs Mrs J Dunsmore on her tremendous effort and also Cllrs A Grant who had helped. The Mayor reported that he had received an offer of a further £2,000 from a donor who wished to remain anonymous. The Deputy Mayor congratulated the Mayor on obtaining this donation. She reported that she had met with the company who it was proposed would install the Christmas Lights this year. This company's services have been booked for 2010 but she proposed that there be an item about Christmas Lights on the agenda for the July 2011 WTC meeting in order that the requirements can be confirmed and a tendering process organised.

**RESOLVED**

That 'Christmas Lights' will be an item on the agenda for the July 2011 WTC meeting in order that the requirements can be confirmed and a tendering process organised.

**WTC/181/10 CHANGES TO COUNCILLOR REPRESENTATION IN WOODSTOCK**

WTC has previously indicated to WODC of its wish to reduce the number of Cllrs servicing the council from the current 16 to 12. WODC has now asked that WTC reconfirm their wish to do so. Discussion followed. Cllr P Redpath referred back to earlier research that showed that membership of WTC was way above the average for Oxfordshire. Cllr T Gardiner noted that property takes up a lot of council effort and was concerned that reductions in the number of Cllrs could affect the functionality of the council. The Mayor explained that the current number stemmed from the fact that Woodstock was formally a borough that had 12 elected Cllrs and 4 aldermanic members. Cllr C Carritt proposed that WTC confirm to WODC that it still wishes to reduce the number of Cllrs on WTC from the current 16 to 12. The Mayor seconded this motion.

**RESOLVED** (8 votes for, 4 against)

That the clerk notify WODC that WTC still wishes to reduce the number of Cllrs serving on the council from the current 16 to 12.

**WTC/182/10 TIME MANAGEMENT REVIEW OF WTC PROCEDURES**

This matter will be brought forward to a later WTC meeting.

**WTC/183/10 MEETINGS OF COMMITTEES AND SUB-COMMITTEES**

(a) Finance Committee.

The minutes of the meeting of the Finance Committee held on Tuesday 19 October 2010 were received and considered.

**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 instructed to withdraw. This proposal was seconded by the Deputy Mayor.

**RESOLVED**

That the public be asked to withdraw from the meeting.

Mayor's Committee

Cllr Mrs A Grant referred the council to page 62 of the minutes of 12<sup>th</sup> October 2010 and proposed an amendment be made to the minutes that all of the matters in the Clerks paper be referred back to the Mayor's Committee. This motion was seconded by Cllr Mrs T Redpath. Discussion followed.

**RESOLVED** (8 votes for, 2 against)

That the whole paper be referred back to the Mayor's Committee.

The Clerk reminded the council that one of these matters had timescales associated with it. The Mayor proposed that the Clerk be given the authority to progress this matter. The Deputy Mayor seconded this motion.

**RESOLVED**

That the Clerk be authorised to progress one matter in the paper that has timescales associated with it.

**WTC/184/10 WOODSTOCK BOWLS AND TENNIS CLUB**

A paper by the Chairman of the Bowls & Tennis Club was received and considered. Cllr P Redpath explained the need for WTC to revisit item 3 of the Bowls and Tennis Club lease as modified and amended at the meeting of 12<sup>th</sup> October 2010. Cllr P Redpath proposed that WTC resolve to accept the original item 3 recommendation by WTC's property consultants Carter Jonas and as stated in the working group recommendation of 12<sup>th</sup> October i.e. 'a rental of £1,500 per year increased annually by reference to the retail price index'.

**RESOLVED** (Cllr T Gardiner abstained)

That the original item 3 recommendation of Carter Jonas that 'a rental of £1,500 per year increased annually by reference to the retail price index' be accepted.

**WTC/185/10 PROPERTY UPDATE**

Following a request from Cllr A Glees the CMfP circulated copies of her notes.

1. 24 Market Place

The CMfP reported that the prospective tenant for 24 Market Place had withdrawn.

2. Loft Ladder

The CMfP reported that Cllr P Redpath had organised the purchase of and then fitted the loft ladder in the chair store and thanked him for doing so.

3. Fire Safety at the Town Hall

The CMfP thanked Cllr P Redpath for his help in clearing out the Town Hall cellar and reported that the fire officer was pleased with progress although there are still a few outstanding matters that require action.

4. Town Hall Lights in Office

A quote received for improving the lighting in the office was discussed. Cllr Mrs A Grant requested details of any legal requirements to improve the current lighting and asked for clarification about the type of light that was required to be supplied. Cllr T Gardiner suggested that desk lighting might be a suitable alternative to new ceiling fittings.

**RESOLVED**

That Carter Jonas will be asked to provide further information about office lighting.

5. Town Hall Phone Lines

The Deputy Mayor advised the council that the cost of a second telephone line into the office would be covered by the savings that will result from the Wi-Fi installation.

6. Free Water Efficiency Audit

Thames Water has offered to undertake a free water audit of the Town Hall and Community Centre and will advise on efficiencies that might be made. There is a possibility of financial support for improvements.

**RESOLVED**

That WTC accept the offer of a free water audit on the Town Hall and Community Centre.

7. Gutter Maintenance

The cleaning of the Town Hall roof guttering was discussed. Cllr Mrs P Richardson proposed that the gutters be cleaned of debris. Cllr T Gardiner seconded this motion.

**RESOLVED**

That the clerk arrange for the gutters to be cleaned of debris.

8. 8 Park Street

The refurbishment of 8 Park Street was discussed. Cllr P Redpath said that he was worried about the potential cost of the Carter Jonas proposals and considered that the refurbishment could be done more cost effectively. The Deputy Mayor reminded the council that a budget of £8k had been agreed and therefore it was important that WTC keep within budget. Cllr T Gardiner said that something more definite was required and asked that WTC ask Carter Jonas to present a specification and estimates to the next property working group and suggested that Cllr P Redpath present an alternative specification and estimates if he wished to do so.

9. Safety on Market Square

One of the benches has recently been demolished and this has resulted in two local residents who have witnessed 'near misses' to express their concerns about the safety of the Market Square. The CMfP suggested that the PWG discuss this matter and come back to council with any suggestions.

10. Suite 2 at the Community Centre

The CMfP reported that tenant is in place but has not yet occupied the office. The WTC solicitor's bill has been received.

**RESOLVED**

That the WTC solicitor's bill associated with Suite to be paid.

11. Community Centre Refurbishment Working Group

The members of this group have elected the Deputy Mayor as the chairman of the group. She presented an oral report about the first meeting and said that the group was very enthusiastic. The Deputy Mayor proposed that WTC give its approval for the CCR working group to move forward and develop their plans. Cllr C Carritt seconded this motion.

**RESOLVED**

That WTC give its approval for the CCR working group to move forward and develop their plans.

**WTC/186/10 SEALING OF DOCUMENTS**

None.

**WTC/187/10 CIVIC ANNOUNCEMENTS**

The Mayor reminded Cllrs about the arrangements for Remembrance Sunday.

**WTC/188/10 CAPABILITY BROWN EXHIBITION 2011**

The council received and considered a request from the Archival Researcher at Blenheim Palace that WTC allow the large watercolour drawing by Lancelot Capability Brown, gifted to WTC by the 10<sup>th</sup> Duke of Marlborough, to be included in an exhibition that will be staged at Compton Verney between June and October 2011. Discussion followed. Some Cllrs wanted to make sure that the picture was fully insured and was actually by the Lancelot Capability Brown as this matter had been debated in the past and expert opinion sought.

The Mayor asked the council to agree to extend the meeting by a further 5 minutes.

**RESOLVED**

That the meeting be extended by a further 5 minutes.

The Deputy Mayor proposed that WTC allow the loan on the condition that Compton Verney insure the large watercolour drawing sufficiently and as a work by Lancelot Capability Brown.

**RESOLVED**

That WTC agrees to loan the large watercolour drawing by Lancelot Capability Brown to Compton Verney for inclusion in its Capability Brown exhibition on the condition that Compton Verney insure it sufficiently and as a work by Lancelot Capability Brown.

The meeting rose at 10.40pm.

Signed ..... Date .....