

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 12 JANUARY 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 two members of the public.

**WTC/248/09 APOLOGIES FOR ABSENCE**

None.

**WTC/249/09 DECLARATIONS OF INTEREST**

Mr B Yoxall and Cllr Mrs Jay declared a Personal Interest in Agenda Item No. 8: 4 Market Street as they know the tenants. Cllr P Jay declared a Personal Interest in Agenda Item No. 11: Meetings of Committees and Sub-Committees. Cllr B Yoxall declared a Personal Interest in Agenda Item No. 16: The Park Street Roof as he is personally acquainted with one of the contractors that submitted a tender. Cllr Mrs V Edwards declared a Personal Interest in Agenda Item 17: Rectory Lane Garage as she knows the successful bidders for the Rectory Lane Garage. Cllr B Yoxall declared a prejudicial interest in Agenda Item 19 (ii) as he is the husband of the writer of the letter. Cllr E Poskitt declared a Personal Interest in Agenda Item 21 (i) as she organises the Woodstock Fair Trade Group.

**WTC/250/09 MINUTES**

The Minutes of the meeting of the Town Council held on Tuesday 8<sup>th</sup> December 2009 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/231/09. (b) Woodstock@900 Committee (ii) Proposal by Cllr B Yoxall. Cllr Mrs T Redpath proposed that this minute be amended and put forward some revised wording for consideration. This proposal was seconded by Cllr A Glees. A Member called for a named vote, the result of which was as follows:

FOR: Cllrs A Glees, I Cooper, Mrs A Grant, Mrs T Redpath, P Redpath, Mrs V Edwards (6)  
Against: Cllrs C Carritt, J Cooper, Mrs E Jay, B Yoxall, Mrs P Richardson, T Gardiner, the Mayor (7)  
Abstained: Cllrs G Myatt, E Poskitt, Mrs E Stokes (3)

**RESOLVED**

That the amendment proposed by Cllr Mrs T Redpath be not made.

Cllr A Glees then asked for a motion to confirm whether the Mayor should sign the minutes of 8 December as a correct record. This proposal was seconded by Cllr J Cooper.

**RESOLVED** (8 votes for, 6 against)

That the Mayor should sign the minutes of 8 December 2009 as a true record.

Minute WTC/188/09. Woodstock @900.

The inclusion of personal explanations from Cllrs Glees and Gardiner was discussed at some length. Cllr Edwards proposed that meetings should be electronically recorded or web streamed. The Mayor suggested that this proposal should be considered by the Mayors Committee before the Town Council meeting in February and Cllr Mrs V Edwards agreed to this suggestion. Cllr E Poskitt proposed that neither personal explanation be attached to the minutes of 8<sup>th</sup> December 2009. This proposal was seconded by Cllr P Redpath. A Member called for a Named Vote, the result of which was as follows:

FOR: Cllrs G Myatt, A Glees, I Thomas, E Poskitt, Mrs T Redpath, P Redpath, Mrs E Jay, Mrs P Richardson and Mrs V Edwards (9)

AGAINST: Cllr J Cooper, B Yoxall, Mrs E Stokes, T Gardiner, the Mayor (5).

ABSTAINED: Cllrs C Carritt and Mrs A Grant (2)

### **RESOLVED**

That the personal explanations made by Cllrs T Gardiner and A Glees be not included as an appendix to the minutes of 8 December 2009.

Minute WTC/224/09. Planning Matters ((ii) Ref: 09/1517/P/RFP 18 Hensington Close. Correct the spelling in RESOLUTION (2.) so that it reads ~~slow~~ worms.

Minute WTC/227/09. 2 and 4 Market Street. (b) 4 Market Street. Amend the first sentence to replace the word ~~immanently~~ with ~~forthwith~~

Minute WTC/229/09. Report of the Responsible Financial Officer (ii) Bank Mandates. Remove the apostrophe in ~~Mayor's~~

The Minutes of the Extraordinary Meeting of the Council held on 22 December 2009 were approved and signed as a correct record, subject to the following amendments.

WTC/244/09. Carter Jonas (i) Park Street Roof Tender. Cllr Yoxall proposed an amendment to this minute that was seconded by Cllr T Gardiner

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

That the minute be amended to:

1. insert ~~Cllr B Yoxall voiced strong reservations about the proposal to de-link the external decorating and masonry repairs from the roof work~~ at the top of page 68 after the reference to a slate roof specialist company, and
2. insert ~~(Cllr B Yoxall abstained)~~ after RESOLVED

In addition to these amendments to the minutes above the Clerk brought to the Councils attention an error in the minutes of the Extraordinary Meeting of 24<sup>th</sup> November. The Mayor suggested that the Council resolve that in the Minutes of 24 November 2009 Item WTC/212/09 (Precept Increase) should be read as if £60,000 was £70,000 in Cllr C Carritt's proposal and that the words ~~(i.e. the increase to £75,000)~~ should be inserted after the words ~~the additional £5,000~~ in Cllr P Redpath's proposed amendment to the original motion.

### **RESOLVED**

That the Precept Increase item in WTC/212/09 should now be read in accordance with the above resolution so that £60,000 now is read as £70,000 and that the amendment that was proposed is read to include the bracketed clarification.

## ***WTC/251/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA***

District Cllr Mrs J Dunsmore notified the Council that the proposal to demolish Young's garage will probably go to appeal. Cllr Mrs P Richardson asked Cllr Mrs J Dunsmore to pass on the comment that

it was perturbing that the WODC Planning Department appeared to approve many applications that the Town Council objected to.

**WTC/252/09 COMMUNICATIONS**

The Council recorded a vote of thanks to Mrs Val Read and her husband Les for the efforts that they had gone to in order to ensure that council papers were distributed during the recent adverse weather. It also thanked Mrs J Hibberd and Mr C Oliver for arranging for the Councils facilities to be opened and closed as required by users during this difficult time.

The Mayor made a proposal, that Cllr T Gardiner seconded, that the Council approve the following:

1. That the Clerk is reimbursed for any taxi fares arising from the need for her to attend Town Council meetings in adverse weather conditions.
2. That Mr M Upham is employed by the Town Council as a member of staff whilst a replacement Financial Assistant is sought and recruited in order that his work is covered by Council insurance.

**RESOLVED**

That the Clerk be reimbursed for any taxi fares arising from the need for her to be present at Town Council meetings during times of adverse weather conditions and that Mike Upham be re-employed as a member of Town Council staff.

The Mayor read out a letter from the Sheriff of Oxfordshire asking him to suggest nominations for residents who might be considered to receive awards for their work with young people within the Community. Cllrs were asked to write to the Mayor with any nominations before the closing date.

The Mayor brought to the attention of the Council a letter that he had received from a named resident who enquired about how certain building/planning matters might be handled or funded by the Council.

The Mayor said that his plea for Cllrs to minimise email traffic had proved to be very successful and asked that they voluntarily agree to extend this practice until Easter 2010. This was agreed.

**WTC/253/09 QUESTIONS**

The following question lodged by Cllrs C Carritt and B Yoxall in accordance with Standing Order 24 was received and considered:

Does the Mayor agree with our view that any contractor who makes racially offensive remarks whilst in the employment of Woodstock Town Council such as occurred recently should not be employed in future by the Council in any capacity?

The Mayor responded as follows:

Yes, provided that the requirements of law and natural justice have been satisfied, including the need to ensure that:-

- a. Such a contractor has been duly informed of the complaint against him/her and that s/he has been given a reasonable opportunity to dispute the allegation against him/her and/or make amends;
- b. The offering, where appropriate, of a suitable apology and its acceptance by the offended party has been taken fully into account as potentially closing the incident;
- c. The requirements of Standing Orders (especially 61 to 64) and of Financial Regulations, (especially Regulation 11 (Contracts)), are fulfilled; and
- d. The consequence is proportionate to the offence.

**WTC/254/09 THE FORMER RAILWAY STATION SITE**

Cllr Mrs T Redpath reported that no further planning application had been received as yet. She suggested that a meeting be set up with Huw Mellor the planning consultant. He has already spoken to Jon Westerman from WODC and the new planning conservation officer about the conservation issues on this site. Cllr Mrs T Redpath reported that she had replied to a letter in the Oxford Mail which mentioned this site. Cllr J Cooper then presented a motion for the Council to consider whereby WTC would request a full developed brief to be drawn up for the site and that a new health centre/surgery should be considered as part of the development. Cllr Mrs T Redpath suggested that the Council wait a while until the initial position is clarified. Cllr C Carritt seconded Cllr J Coopers proposal.

**RESOLVED** (7 votes for and 6 against)

That Woodstock Town Council engages in discussion with the WODC Planning Authority and the prospective developer to request a full development brief to be drawn up in the same way as was requested in respect of the Carterton Open Air Swimming Pool and surrounding area. Also, that the Council emphasises that a chief consideration should be to address the urgent need for provision for a new health centre/surgery to serve the town and surrounding villages.

**WTC/255/09 2 AND 4 MARKET STREET**

(i) 2 Market Street

Cllr Mrs V Edwards reported that a potential tenant has come forward, who wishes to operate a hardware store and that terms were being negotiated. The prospective tenant has offered to make good all of the dilapidations in return for a rent free period. The Councils agent is currently negotiating the rent free period and the work required. It was noted that the prospective tenant wishes to sublet the flat. Cllr Mrs Edwards proposed that the Council approve the repair of the property in lieu of rent and agree to the flat being sub-let. The Mayor seconded this proposal.

**RESOLVED**

That WTC agree that the prospective tenant could have a rent free period and be allowed to sub-let the upstairs flat.

(ii) 4 Market Street

Cllr Mrs V Edwards reported that British Gas was expected to install the new gas meter within 5 - 6 days and that the asbestos survey for the property had been clear. Cllr Mrs V Edwards proposed that the group review its current list of suppliers and recommend to the council a list of approved suppliers. This proposal was seconded by Cllr C Carritt.

**RESOLVED**

That the Property WG reviews its current list of suppliers.

Cllr Mrs V Edwards also reported that Carter Jonas would be managing the replacement of the back gate to 2 and 4 Market Street in accordance with the rules for listed buildings. Cllr J Cooper suggested that when this gate was last repaired in 1987 the public house contributed towards the cost and so may do so again. Cllr Mrs A Grant queried this as the back gate to the two Council owned shops is a completely separate access route. Cllr Mrs V Edwards asked the Clerk to ask Carter Jonas whether this would be viable, if not the Council should continue as planned.

**WTC/256/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER**

(i) Borrowing from the Public Works Loan Board

The Clerk reported that OALC had advised that the Public Works Loan Board (PWLB) application should be submitted as a matter of urgency because the process would halt on the day on which a general election was announced and would not resume again until afterwards. If this were to happen an entirely new application would have to be drawn up for resubmission, resulting in a delay in the commencement of the work. Discussions took place to confirm the work and level of work required

and also the issue of VAT. Cllr B Yoxall expressed strong reservations about de-linking the external painting and masonry repair requirements from the roof work. 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. Cllr Mrs V Edwards proposed a motion that the Council apply for a PWLB for a loan of £68,208.00 to finance the repair the roof of its properties Noø 2-8 Park Street as recommended by Carter Jonas in their tender and summary analysis, including appropriate sums for VAT. A Member called for a Named Vote, the result of which was as follows:

FOR: Cllrs A Glees, Dr E Poskitt, I Thomas, Mrs A Grant, Mrs T Redpath, P Redpath, C Carritt, Mrs E Jay, Mrs V Edwards, The Mayor (10).

AGAINST: Cllrs G Myatt, J Cooper, B Yoxall, T Gardiner, Mrs E Stokes, Mrs P Richardson (6)

**RESOLVED**

That the Council apply for a PWLB for a loan to finance the repair the roof of its Park Street properties as recommended by Carter Jonas, inclusive of VAT.

***WTC/257/09 RE-ORDERING OF THE AGENDA***

The Mayor asked that the Council agree to bring Agenda Item No. 14 forward as it involved issues that were of interest to District Councillor Mrs J Dunsmore.

**RESOLVED**

That Agenda Item No. 14 be brought forward and taken after Agenda Item No. 9 (i) ó Report of the Responsible Financial Officer, December 2009 ó Borrowing from the Public Works Loan Board

***WTC 258/09 PLANNING MATTERS - APPLICATIONS***

**(i) Ref: 09/1624/P/FP**

Erection of a detached two-storey dwelling with associated parking. Formation of pedestrian access from Manor Road and vehicle access from Westland Way.

Cllr B Yoxall reported that some residents had raised concerns about the parking provision and that he supported this concern. He therefore proposed that WTC make no objection to the application but ask WODC to consider these concerns to the attention of WODC. This proposal was supported by Cllr Mrs E Stokes. In the following discussions Cllr C Carritt explained that both sides of the property open onto highways and suggested an amendment to the original proposal but this was rejected and therefore withdrawn.

**RESOLVED (9 votes for, 3 against)**

That WTC has no objection in principle but comments as follows: Some residents have expressed concerns to Councillors about the parking provision associated with this planning proposal - they are worried that the parking situation may be over-burdened. The Town Council shares these concerns and therefore WTC asks WODC to register its concerns about the possible over-burdening of parking that could result from this planning proposal and requests that these concerns are addressed before granting any planning permission

**(ii) Ref: 09/1617/P/LBD**

Demolish garage.  
White House, Harrisons Lane, Woodstock.

**RESOLVED**

That no objection be made to this planning application.

The appendix of planning decisions that had been previously circulated was received and considered.

**WTC/259/09**    **REPORT OF THE RESPONSIBLE FINANCIAL OFFICER (Continued)**

(ii)    Signatories

The Clerk reminded the Council that it was agreed that existing Town Cllrs who were also former Town Mayors were to be added to the list of authorised. However, in order to do this Financial Regulation 5.3 would have to be amended and that proposals to change the Financial Regulations are required to stand for 1 month before they can be approved.

**RESOLVED** (14 votes for, none against)

That Financial Regulation 5.3 should be changed to include Former Mayors who are still serving Cllrs and that this resolution be considered again in 1 months time as required under the Councils Financial Regulations.

(iii)    To receive the lists of payments for December 2009

The list of payments for December 2009 was received and considered by the Council.

**RESOLVED**

That the list of payments made in the month of December 2009 amounting to £29,306.22 be approved.

(iv)    To receive Bank Reconciliation Statements for December 2009

To receive and consider the temporary bank statements that had been received. Owing to the timing of the meeting, the full statement had yet to arrive from the bank. Once the statements are available the reconciliation will be completed and confirmed to Members.

**RESOLVED**

To approve the temporary bank reconciliation statements for December 2009.

(v)    To receive Summary and Detailed Income & Expenditure Statements for December 2009

The summary and detailed income & expenditure statements for December were received and considered.

**RESOLVED**

To approve the summary and detailed income statements for December 2009.

**WTC/260/09**    **SEALING OF DOCUMENTS**

None.

**WTC/261/09**    **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/262/09**    **MEETINGS OF COMMITTEE AND SUB-COMMITTEE**

(a) Property Working Group.

The minutes of the meeting of the Property Working Group held on Tuesday 5 January 2010 were received and considered.

(i) Carter Jonas Property Management Contract

Cllr Mrs V Edwards, Chairman of the Property Working Group proposed that in addition to the work already agreed in the Property Management Contract, Carter Jonas be invited to collect rents on Council property for a charge equal to a percentage (not exceeding 4%) of revenue to be negotiated, provided that they provide documentation that describes the process whereby rents would be collected and that the Council be consulted in any case where Carter Jonas proposed to call in bailiffs. The Mayor seconded this proposal.

**RESOLVED** (15 votes for, 1 against)

That Carter Jonas be invited to collect Council property rent at a charge that is less than 4% of the revenue (to be negotiated), be asked to supply documentation describing the process and be asked to confirm that they would not call in a bailiff before discussing this with WTC.

(ii) Town Hall

Cllr Mrs Edwards proposed that:

- the carpet in the office be cleaned at a cost of not more than £100 plus VAT,
- £400 plus VAT be agreed for the employment of a locksmith to improve the security of the Town Hall
- the Finance Committee be asked to confirm that hire charges for the next financial year had been reviewed in the budget process and
- Carter Jonas be advised that linseed or another appropriate oil be applied to the main front doors of the Town Hall.

The Mayor seconded this proposal.

**RESOLVED**

That the carpet be cleaned and security improved, that a review of hire charge during the budget process be confirmed by the Finance Committee and that Carter Jonas be asked to arrange for a suitable oil to be applied to the main front doors.

(iii) Community Centre

Cllr B Yoxall asked whether Carter Jonas had been made aware of the architect's competition as decided by council, for designs for the development of the Community Centre. Cllr Mrs Edwards said that she hoped to be able to bring Carter Jonas's report on the Community Centre to the next Property WG meeting. Cllr Mrs V Edwards recommended that 6 new folding tables be procured for the Community Centre at a cost not exceeding £500 to replace those that had gone missing, and that for insurance reasons WTC do not hire out or lend chairs or other furniture to third parties. The Mayor seconded this proposal.

**RESOLVED**

That 6 new folding trestle tables be procured and that WTC no longer lend or hire furniture to outside organisations.

(iv) Rectory Lane Garage

Some recent correspondence was considered. The Property Working Group made no recommendation on the basis that the Council should proceed as previously agreed. The Clerk reported that a resident had asked to see the WTC Standing Orders. Cllr A Glees asked that the Council's Standing Orders be put on the web site.

(v) Registering of Deeds

The Clerk had asked WODC whether they could register WTC's deeds. WODC were unable to help but suggested that Cherwell Dc might be able to assist. Therefore the Clerk had obtained an estimate for undertaking this work. Cllr Mrs V Edwards recommended that Cherwell Dc be asked to register

no. 2 & 4 Market Street as a matter of some urgency as it was a requirement of the new lease for No.4 and could also be one for No.2. This proposal was seconded by the Mayor.

**RESOLVED**

That the Clerk passes WTC's property deeds to Cherwell DC and asks them to register No. 2 & 4 in the first instance.

(b) Woodstock@900 Committee.

Cllr E Poskitt proposed that permission be granted for the Woodstock Town Crest to be used in a book that is being produced. The Mayor seconded this proposal.

**RESOLVED**

That use of the Woodstock Town Crest be permitted in a book being produced as part of the Woodstock@ 900 celebrations.

Due to adverse weather conditions the rest of the meeting was postponed.

The meeting rose at 9.30pm.

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