

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 14 SEPTEMBER 2010  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

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

**ALSO IN ATTENDANCE:**

One member of the public.

**WTC/115/10 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr C Carritt and County Cllr I Hudspeth.

**WTC/116/10 DECLARATIONS OF INTEREST**

Cllr Mrs V Edwards declared a prejudicial interest in Agenda Item 10 (i) (a) Planning Applications as she lives next door to the applicant. Cllr Mrs V Edwards declared a personal interest in Agenda Item 19 Urban Connection as she is a director of the company.

**WTC/117/10 TO APPROVE THE MINUTES OF:**

The Minutes of the Meeting of the Town Council held on Tuesday 10<sup>th</sup> August 2010 were approved and signed as a correct record subject to the following amendments:

Minute WTC/101/10, Former Railway Station Site. The words 'for the Stopping Up Order' were inserted after the word 'work'.

Minute WTC/110/10, Property Update (a) Legal Matters. In the second proposal was amended to read 'Cllr T Gardiner proposed that the Council support and endorse Henmans proposition in relation to 6 Park Street that it does not pursue the matter under discussion if this could incur additional costs'.

**WTC/118/10 ELECTION OF A TOWN COUNCILLOR**

(i) The Council received the Returning Officers Report and the result of the election for a new Town Councillor. The Mayor officially welcomed Cllr Mrs L Glees to Woodstock Town Council.

(ii) The Clerk confirmed that Cllr Mrs L Glees had signed her acceptance of office. Cllr Mrs T Redpath noted that WTC now had a majority of women Cllrs.

**WTC/119/10 APPOINTMENTS TO COMMITTEES**

Cllr Mrs L Glees expressed a wish to sit on the Strategy, Finance and Mayor's Committees.

**RESOLVED**

That Cllr Mrs L Glees be appointed to the Strategy, Finance and Mayor's Committees.

**WTC/120/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

The Mayor asked that WTC agree to bring forward Agenda Item 19.

**RESOLVED**

That Agenda Item 19 be brought forward.

Cllr Mrs V Edwards declared a personal interest in Agenda Item 19 Urban Connection as she is a director of the company.

Mr Neil Edwards, Director of 'Urban Connection' outlined a proposal to WTC whereby free WiFi would be installed on the roof of the Town Hall for use by WTC and members of the public. Mr Edwards suggested that this should also provide a small on-going revenue stream for WTC.

Discussion followed. Cllr T Gardiner proposed that:

- a) WTC thank Synaptix for their proposal and ask them to develop the proposal further to include figures.

**RESOLVED** (13 for, 2 abstentions) Cllr Mrs V Edwards did not participate in the vote. That Synaptix will further develop their proposal to include figures for presentation to WTC.

- b) WTC ask Mr Baylis from Wake-Up-To Woodstock for an opinion and to come back to WTC with comments. Cllr P Redpath suggested that this part of the motion be expanded to include a general invitation to all stakeholders. Cllr T Gardiner accepted this amendment.

Mr Edwards confirmed that the proposal had already been discussed with Wake-Up-To-Woodstock in confidence. He asked that WTC also treat the details of the proposal as commercial in confidence at this stage.

The amended part (b) of Cllr Gardiner's motion was then put to the vote (6 votes for, 7 against, 2 abstentions). The motion failed. Cllr Mrs V Edwards did not participate in the vote.

**WTC/121/10 COMMUNICATIONS**

None.

**WTC/122/10 QUESTIONS**

Cllr C Carritt had lodged the following question in accordance with Standing Order 24.

"In 2002 Oxfordshire County Council installed speed cushions in Hensington and Shipton Roads together with a 20mph speed limit between the Primary and Marlborough Schools. The County Council's Road Safety team have recently issued before and after accident figures which, I believe, will be of interest to the Council. The figures show that in the five years preceding the introduction of the speed limiting measures there were seven accidents and eight casualties. In the five years following the measures there were two accidents and two casualties. Whilst statistical analysis based on small sample sizes is not always conclusive, nevertheless I believe that the County Council Road Safety team is to be congratulated on the apparent improvement in road safety and if the Town Mayor is so minded he might consider writing to the County Council appropriately."

**RESOLVED**

That the Mayor will respond to the question.

**WTC/123/10 FORMER RAILWAY STATION SITE**

The Clerk had previously distributed copies of the planning decisions received from WODC relating to the revised planning application submitted by Berkeley Homes (10/0738/P/FP, 10/0739/P/LB and 10/0740/P/DCA). The applications had been rejected by WODC but it is believed that a planning appeal may be lodged. Cllr Mrs T Redpath informed the Council that she had discussed the Stopping Up Order with the Planning Consultant employed by WTC who had advised that WTC will probably be given several months notice. He suggested that he estimate the cost of further work which he may be required to undertake for WTC on the Stopping Up Order when further details of this are received.

The Mayor thanked Cllrs Mrs T Redpath, Carritt and Mrs D Dunsmore for the work that they had undertaken on this matter.

**WTC/124/10 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – AUGUST 2010**

- (i) To receive the list of Payments for August 2010  
Cllr E Poskitt proposed that the list of payments made in the month of August 2010 amounting to £15,597.99 be received and approved. The Deputy Mayor seconded this proposal.

**RESOLVED**

That the list of payments made in the month of August 2010 amounting to £15,597.99 is approved.

- (ii) To receive the Bank Reconciliation Statements for August 2010  
The Council received and considered the bank Reconciliation Statements for August 2010.
- (iii) To receive the Summary and Detailed Income & Expenditure Statements for August 2010  
The Summary and Detailed Income and Expenditure Statements for August 2010 were received and considered.
- (iv) Internal Controls  
Members have now completed the check on Petty Cash procedures. There were no recommendations made:

**WTC/125/10 PLANNING APPLICATIONS**

The following planning matters were received and considered:

- (i) Planning Applications  
The following planning application was received and considered.
- (a) Ref: 10/1241/P/FP  
The White House, Harrisons Lane, Woodstock. Erection of a garden shed (retrospective). Cllr Mrs V Edwards declared a prejudicial interest as she is a neighbour and left the room whilst this planning application was discussed.

**RESOLVED**

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

- (ii) Section 106 Funding (Shipton Road)  
It was noted that an acknowledgement letter had been received from Mr Howard Cox at OCC confirming that he had received the letter from WTC.

**WTC/126/10 MEETINGS OF COMMITTEES AND SUB-COMMITTEES**

- (a) FINANCE COMMITTEE

The Council had previously been circulated the minutes of the Finance Committee meetings of 17<sup>th</sup> and 31<sup>st</sup> August 2010, a paper from the chairman of the committee, updated budget review tables and overview figures using the framework developed by the deputy mayor. The Chairman of the Finance Committee considered the work undertaken by the Deputy Mayor to be very useful and thanked her for her efforts. Cllr P Jay moved in the name of the Finance Committee the motion in his paper, namely that the council conclude this year's annual review by adopting the amended budget now presented (Annex A, column entitled 'Finance Committee Recommendations @ 31/8/2010 and (Budget 2010-11 Budget Review 8aPJ2), subject to discussion between the deputy mayor and chairman of finance to resolve the approximate £3k decrease and resolutions about the following four items: Christmas Lights, Carter Jonas fees, the Town Health Check and OWL maintenance. The Mayor seconded this proposal.

**RESOLVED**

That WTC adopt the amended budget subject to discussion between the chairman of finance and the Deputy Mayor<sup>1</sup> to resolve the £3k difference and to include the following four resolutions:

(i) Christmas Lights

The Council reviewed the level of expenditure that should be allocated to Christmas Lights and it was proposed that the budget be reduced from £3.5k to £2k. A member called for a named vote the result of which was as follows.

FOR: Cllrs E Poskitt, Mrs P Richardson, I Thomas, Mrs A Grant, Mrs T Redpath, P Redpath, A Gleees, Mrs L Gleees, Mrs E Jay, Mrs E Stokes, Mrs J Dunsmore and Mrs V Edwards (12)

AGAINST: Cllrs P Jay and the Mayor (2)

ABSTENTIONS: Cllr T Gardiner (1)

**RESOLVED**

That the budget for Christmas Lights be reduced from £3.5k to £2k.

(ii) Carter Jonas

The Council reviewed the level of annual fees allocated to Carter Jonas in the budget and it was proposed that a budget of £19k be approved.

**RESOLVED** (11 votes for, 1 vote against)

That the budget for the Carter Jonas fees be £19k.

(iii) Health Check

The Council reviewed the need for a Town Health Check. It was proposed that the current budget of £700 be retained in the budget.

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

That the Town Health Check should be removed from the budget.

(iv) OWL Reserve Maintenance

The Council considered whether any additional expenditure was required at the OWL nature reserve. Cllr Mrs T Redpath reminded the council that it had let a grass cutting contract which included some low level maintenance at the OWL reserve.

**RESOLVED**

That the contracted maintenance at the OWL reserve be retained in the budget.

(b) WOODSTOCK@900

The minutes of the meeting of the Woodstock@900 Committee held on 13<sup>th</sup> July 2010 were received and noted.

(c) ENVIRONMENT WORKING GROUP

The Council received and considered the minutes of the meeting of the Environment Working Group held on 24<sup>th</sup> August 2010.

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<sup>1</sup> See Appendix A

(i) ROSPA Report on Play Areas

New Road

A picnic bench is currently situated behind the Community Centre.

**RESOLVED**

That the picnic bench is retrieved from the back of the Community Centre, moved to the New Road Play Area and bolted into place.

Budds Close

Weeds are an ongoing problem and are difficult to keep under control.

**RESOLVED**

That the Environmental Warden is asked to pull weeds from the bark surfaces as one of his routine maintenance activities.

(ii) Warden Duties

Concerns were raised about the equipment and information sheets available to the environmental warden.

**RESOLVED**

That the Environmental Warden must be provided with:

- inspection sheets for each area
- a specified tool kit to include broom, litter pickers, safety equipment and tools for urgent simple repairs
- a timed schedule of duties – taking into account that the warden is employed for only 6 hours per week. Councillors will assist the Clerk in compiling a schedule.

(iv) Encroachment onto the Water Meadows

There are concerns about possible encroachment issues at the Water Meadows.

**RESOLVED**

That the Clerk will send appropriate letters to Breckon & Breckon and also to all properties on Brook Hill and in Glyme Close that border the water meadows advising them of the Town Council boundaries.

(v) Local Contractors

The occasional requirement for minor repairs to be undertaken around the town was discussed.

**RESOLVED**

That a list of local ‘handy men’ should be compiled for use by the office staff and that work would be based on fixed price quotations and only undertaken by contractors that have public liability insurance.

**WTC/127/10**

**WODC GOVERNANCE STRUCTURE**

The Council received and noted that WODC is required to review its existing executive arrangements under ‘The Local Government & Public Involvement in Health Act 2007’. A consultation is being undertaken with comments required by 30<sup>th</sup> September. Cllr P Jay proposed that WTC favour the election of a directly elected Mayor. This proposal was seconded by Cllr T Gardiner. Cllr Mrs T Redpath suggested that this was too important an issue to decide without further consideration and proposed that the matter be discussed at an Extraordinary Town Council meeting.

**RESOLVED**

That the WODC Governance Structure be considered at an Extraordinary meeting of WTC on 28<sup>th</sup> September 2010.

**WTC/128/10 WODC LDF CORE STRATEGY**

There was no paper available for discussion at the meeting.

**RESOLVED**

That discussions about the LDF Core Strategy be postponed until the October meeting of WTC.

**WTC/129/10 SECTION 106 FUNDING SHIPTON ROAD**

It was noted that a holding letter had been received from OCC.

**WTC/130/10 RAISING THE FLAG**

The Mayor reported that former Cllr G Myatt had offered to continue raising the flag for WTC. The Mayor proposed that WTC accept Mr Myatt's offer. The Deputy Mayor reported that the process involved in flying the flag from the top of the Town Hall was currently too dangerous and that it should cease until the health and safety aspects had been reviewed and improved as necessary. Cllr Mrs T Redpath asked that the motion be amended so that WTC accept the offer with full compliance with health and safety regulations.

**RESOLVED**

That WTC will review the health and safety aspects of the process of flag flying and make any modifications that are required. When this has been done Mr Myatt will be asked to resume raising the flag for WTC.

**WTC/131/10 STREET SIGNS AND A BOARDS**

Cllr Mrs P Richardson reported that the VAS sign opposite 106 Oxford Street is currently being hidden by tree branches that need to be pruned.

**RESOLVED**

That the Clerk will bring this matter to the attention of OCC Highways.

Cllr Mrs P Richardson also queried whether the new sign at the Kings Head had been subject to any planning considerations. She noted that there were a lot of A boards currently in use by commercial organisations and said that a few years ago WODC staff came and reviewed the signage being used within the town. She proposed that the mayor as a District Cllr determine WODC's current policy on A Boards.

**RESOLVED**

That the Mayor will confirm WODC's current policy relating to 'A' boards and whether there are any planning requirements for signs.

**WTC/132/10 FLOODING**

Cllr Mrs A Grant presented an oral report and photographs to explain the recurring flooding problem experienced by a resident living on Brook Hill. Since a new sewer was installed this resident has experienced substantial flooding outside their property but seems to have had little success with sorting out the problem with OCC or Thames Water.

**RESOLVED**

That the resident be asked to supply copies of all correspondence relating to this matter to the clerk in order that WTC can make representations to OCC and Thames Water in support of her requests for assistance.

**WTC/133/10 CEMETERY**

The Council received and considered a paper produced by Cllr Mrs T Redpath relating to the lawn cemetery. The Environment Working Group proposed that:

- (i) The recent memorial survey be examined to see whether any recent problems had been identified, and if not the company that carried out the survey might need to be contacted.
- (ii) That additional staff time be set aside to sort out the cemetery records past and future as a matter of urgency
- (iii) The Clerk be asked to find out whether it is the responsibility of the council or a grave owner to restore a grave
- (iv) That the items relating to the cemetery be added as a separate agenda item for the next council meeting so that they could be discussed in more detail.

**RESOLVED** (12 votes for)

That the four part motion proposed by the EWG be approved and that the matter be an agenda item for the October town council meeting.

The Mayor thanked Cllr Mrs T Redpath for her sensitive handling of this matter.

**WTC/134/10 COMMUNITY EMERGENCY PLANNING**

Cllr I Thomas presented an oral report about a recent meeting that he had attended about community emergency planning and mentioned that Long Hanborough already had a good strategy in place. He proposed that WTC look at implementing a community emergency planning scheme and to broaden the basic requirements of such a scheme in order to match the requirements of the town. Cllr E Poskitt asked that the proposal be amended so that in the first instance it is considered by the Strategy Committee. This amendment was accepted.

**RESOLVED**

That the strategy committee will review the options for establishing a community planning scheme for Woodstock.

**WTC/135/10 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 the Deputy Mayor.

**RESOLVED**

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

**WTC/136/10 PROPERTY UPDATE**

The Member for Property updated the Council about various property matters.

**(a) 2 Park Street**

The lease renewal is expected to be completed soon.

**(b) Community Centre**

A working party needs to be established to make recommendations about the possible remodelling of the Community Centre.

**RESOLVED**

That the Community Centre working party will consist of Cllrs E Poskitt, Mrs V Edwards, Mrs P Richardson, I Thomas, P Redpath, Mrs J Dunsmore and Mrs L Glee.

(c) 24 Market Street

A photographer has expressed an interest in letting 24 Market Street. Meeson Williams are handling this matter.

(d) 6 Park Street

The deposit and guarantee required by the new tenant were discussed.

(e) Cobbles

The rent relating to the cobbles was discussed.

**RESOLVED**

That Carter Jonas will be asked to collect any outstanding rent.

(d) Water Bowser

The water bowser is no longer being used by WTC. Cllr Mrs P Richardson reported that she had received expressions of interest from two contractors.

**WTC/137/10 STAFFING UPDATE**

The Clerk informed the Council that another of the candidates originally interviewed for the post of Clerk's Assistant and offered the post had subsequently changed her mind. The current temporary worker has indicated her wish to continue working for WTC. She has already become part of the team and so will be retained until a permanent employee can be recruited. She will attend a cemetery training course instead of the candidate who changed her mind in order that the training fees are not wasted.

**WTC/138/10 SEALING OF DOCUMENTS**

None.

**WTC/139/10 CIVIC ANNOUNCEMENTS**

The Mayor reminded the council of the arrangements in place for a prestigious visitor coming to the Town Hall on 17<sup>th</sup> September 2010.

The meeting rose at 10.35pm

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



Appendix A - Final version of the V Edwards table as agreed by the Deputy Mayor and Chairman of Finance on 14<sup>th</sup> September, 2010

	<i>Victoria Version 1</i> £s	<i>Victoria Version 2 (includes Upham recommendations)</i> £s	<i>Finance Committee Recommendations @ 31/8/2010</i> £s	<i>Victoria Version 3</i>	<i>Council Final 14/9/2010</i>
<b>INCOME</b>					
<i>Town Hall</i>					
Weddings	7000	7000	7000	7000	7000
24 Market place Rent	3000	3000	3000	3000	3000
Lettings	20000	20000	20000	20000	20000
W all Hangings			100		100
<i>Community Centre</i>					
Daily lettings	7500	7500	7500	7500	7500
Office Rents	8000	8000	8000	8000	8000
Office Insurances			200		200
Miscellaneous / service charges			500		500
<i>Corporate property</i>					
2 Market St	0	0	0	0	0
4 Market St	3500	3500	3500	3500	3500
2 Park St	22000	22000	22000	22000	22000
4 Park St	600	6000	6060	6000	6060
6 Park St	4000	4000	4000	4000	4000
8 Park St	6000	6000	6000	6000	6000
The Cobbles		700	700	700	700
Rectory Lane Garage sales		10000	73000	10000	73000
<div style="text-align: right; margin-right: 100px;">Net fees paid in 2009/10</div> <div style="text-align: left; margin-left: 400px;">see legal fees (£4000) and transfer (£60000) to ring-fenced reserve below</div>					
Cemeteries	4000	4000	4000	4000	4000
WBTC rent	1500	1500	1500	1500	1500
Bank interest			250		250
Precept	70000	70000	70000	70000	70000
Surplus reserves (above £50k)	64000	64000		64000	
Unearmarked reserves carried in at year-start			116015		116015
Less Council free reserves target			-50000		-50000
<b>TOTAL:</b>	<b>221100</b>	<b>237200</b>	<b>303325</b>	<b>237200</b>	<b>303325</b>
<b>ESSENTIAL EXPENDITURE</b>					
<i>Property</i>					
CJ fees	19000	19000	20000	19000	19000
Legal fees	8000	8000		8000	
2 Market St	- Insurance		304		304
	- Fees		2000		2000
4 Market St	- Insurance		304		304
	- Fees		2000		2000
2 Park St	- Insurance		938		938
	- Maintenance		382		382

4 Park St	- Insurance			158		158
	- Maintenance			382		382
6 Park St	- Insurance			306		306
	- Maintenance			382		382
8 Park St	- Insurance			158		158
	- Maintenance			382		382
Rectory Lane	- Fees			4000		4000
24 Market Place (insurance + fees)				80		80
<i>Town Hall</i>						
Caretakers salary		8000	8000	8000	8000	8000
Alarm etc		2000	2000	2000	2000	2000
Insurance/rates		14000	14000	13974	14000	13974
Routine maintenance			2500	2500	2500	2500
Utilities		5000	5000	5000	5000	5000
Caretaker telephone				50		50
Gutter Maintenance				700		
Wedding costs				510		510
<i>Community Centre</i>						
Caretakers salary		6550	6550	6550	6550	6550
Caretaker telephone				50		50
Insurance/rates		4600	4600	4590	4600	4590
Alarm etc			765	765	765	765
Routine maintenance			2000	2000	2000	2000
Utilities		7000	7000	7000	7000	7000
Fees Commercial Leases				250		250
<i>Environment</i>						
Hensington Rd cemetery		3900	3900	3900	5629	5629
Lawn Rd cemetery		4090	4090	4090	2940	2940
Churchyard			735	735	735	735
OWTC FC Grass cutT			750	750	750	750
New Rd rec ground		560	2000	2000	1060	1060
OW Rec Grnd			500	500	885	885
Budds Close Rec			1000	1000	1060	1060
Green Gym Labour			1200	1200	1200	1200
Watermeadows		7900	7900	7900	7260	7260
OWL Maintenance				138	17	17
Bus shelters		554	554	0	0	0
Amenity skips			400	400	400	400
Weed clearance			720	720	720	720

Christmas Lights	0		5170	2000	2000
Winter maintenance	0		0		
Bloom	0	2000	2000	2000	2000
Warden	2184	2200	2200	2200	2200
Church Clock	350	350	350	350	350
Other grants/dons committed		1000	1000	1000	1000
<i>General overheads</i>					
Staff costs	48000	48000	48000	48000	48000
Pension costs	8000	8000	8000	8000	8000
Office equipment/stationery	3250	3250	3250	3250	3250
Computer system/IT	3400	3400	3400	3400	3400
Legal fees	1000	1000	1000	1000	1000
Local plan specialist	1500	1500	1500	1500	1500
Postage	400	400	400	400	400
OALC subs	1200	1200	1200	1200	1200
Public liability insurance	3400	3400	3400	3400	3400
Audit	1800	1800	1800	1800	1800
Civic duties	500	500	1500	500	1500
Telephone		700	700	700	700
Financial Support			200		200
Unrecoverable VAT		15000		15000	
Publications			200		200
Travel			150		150
Market Town Project			700		
Staff Advertisements			1000		
<b>TOTAL</b>	<b>166138</b>	<b>196864</b>	<b>196168</b>	<b>197771</b>	<b>188921</b>
<b>CAPITAL EXPENDITURE</b>					
<b>ESSENTIAL</b>					
<i>Town Hall</i>					
CJ P1 works	7100	1700	1700	1700	1700
Fire check	500	500	500	500	500
Assembly Room			500		
<i>Community Centre</i>					
CJ P1 works	6170	6170	6170	6170	6170
<i>Corporate Property</i>					
Loan repayment	6821	6821	6821	6821	6821
Loan Interest		1150	1146	1150	1146
2-4 Mkt St gate	1200	1200	1200	1200	1200
2 Park St CJ P1 works	1700	1700		1700	1700
4 Park St CJ P1 works	580	580	580	580	580
8 Park St CJ P1 works	800	800	800	800	800
Park Street Roof			58000		58000
VAT due to exceeding limit			15000		15000
New cemetery reserve contrib.				6000	
<b>CAP EXPENDITURE TOTAL</b>	<b>24871</b>	<b>20621</b>	<b>92417</b>	<b>26621</b>	<b>93617</b>

?????  
£953 to  
date  
Left at  
that but  
last yr  
3350

Min say  
£12k  
max  
say  
£18k

see below  
VAT on  
capex

<b>TOTAL EXPENDITURE</b>	<b>191009</b>	<b>217485</b>	<b>288585</b>	<b>224392</b>	<b>282538</b>
Transfer to ring-fenced reserves			66000		66000
Draw down earmarked roof reserve			-59242		-59242
<b>TOTAL Profit/Loss=Free Reserve above target at Year end</b>	<b>30091</b>	<b>19715</b>	<b>7982</b>	<b>12808</b>	<b>14029</b>