

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 14 DECEMBER 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 Mrs E Stokes
Cllr Mrs A Grant	Cllrs E Poskitt
Cllr P Jay	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr Mrs L Glees	Cllr Mrs E Jay
Cllr I Thomas	

ALSO IN ATTENDANCE:

Two members of the public.

WTC/199/10 APOLOGIES FOR ABSENCE

Cllr Mrs J Dunsmore, Cllr A Glees, Cllr T Gardiner and County Cllr I Hudspeth.

WTC/200/10 DECLARATIONS OF INTEREST

The Mayor declared a personal interest in Agenda Item No. 10 (iv): Grant Applications because he is the Chairman of the Youth Centre. The Mayor declared a personal interest in Agenda Item No. 15 (i): Environmental Working Group, S106 Agreement on the Pye Development in Shipton Road as he is a member of WODC. The Mayor also declared a personal interest in Agenda Item 15(iv) as his mother was previously employed by Woodstock Town Council. Cllr C Carritt declared a personal interest in Agenda Item No. 10(iv): Grant Applications because he is the Treasurer of the Youth Club. Cllr I Thomas declared a personal interest in Agenda Item No. 16: Property Update as he is the son-in-law of a shop keeper in Woodstock. Cllr Mrs A Grant declared a prejudicial interest in Agenda Item No. 16: Property Update as she is a shop keeper in Woodstock. Cllr Mrs A Grant declared a personal interest in Agenda Item No. 11 (iii): Reconfirmation of Mr N Lyzba as Planning Consultant on the Local Development Framework as Mr Lyzba is her friend.

WTC/201/10 TO APPROVE THE MINUTES OF:

The Minutes of the Meeting of the Town Council held on Tuesday 09th November 2010 were approved and signed as a correct record subject to the following amendments:

WTC/169/10 Public Participation Session with Respect to Items on the Agenda, fourth paragraph, 3rd sentence that begins 'Cllr A Glees currently is trying' the words 'this paper - he is aware that' were deleted and the word 'that' inserted between the words 'paper' and 'has'. In the fifth paragraph second sentence the words 'Chief Constable of Thames Valley Police (TVP)' was inserted before 'Sara Thornton' This amendment was applied to all other references to Sara Thornton in these minutes.

WTC/181/10 Changes to Councillor Representation in Woodstock. The following sentence was inserted after 'Discussion followed', 'Cllr P Redpath referred back to earlier research that showed that the membership of WTC was way above the average for Oxfordshire'.

The Minutes of the Meeting of the Town Council held on Tuesday 23rd November 2010 were approved and signed as a correct record subject to the following amendments:

The venue was amended to read 'Assembly Room', Woodstock Town Hall.

WTC/196/10 A44A. The Mayor asked that brackets and the word 'unanimous' be included after the word RESOLVED.

WTC/198/10 Property Update - the words 'and left the room' were inserted at the end of the first sentence. Under '24 Market Place', the second sentence and also the resolution were amended so that the word 'Williams' was deleted and replaced by the word 'Meeson'.

WTC/202/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

(i) County Council Update

The council received and considered the December 2010 Parish Report from County Cllr I Hudspeth.

(ii) Planning application 10/1700/P/FP – 89 Oxford Street

A resident who lives next door to this property presented her objections to this planning application. She considered the proposed extension to be out of proportion to the current property, would affect her light levels, overlook her garden and should have been built in stone or brick as it will be visible from the Blenheim Estate. She mentioned that the current extension was not yet finished. She also noted that there is no official parking for these properties and was therefore concerned about over-burdening the already limited parking that is available for the use of local residents.

The Mayor asked the Council to agree to bring forward planning applications (Agenda Item 11(i)) for consideration at this point. The Council agreed to do so.

WTC/203/10 PLANNING MATTERS

(i) Planning Applications

(a) Ref: 10/1733/P/FP

5 New Road, Woodstock

Erection of two storey side and single storey rear extension.

RESOLVED

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

(b) Ref: 10/1708/P/FP

37 Brook Hill, Woodstock.

Erection of two storey front and rear extension.

RESOLVED

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

(c) Ref:10/1700/P/FP

The Causeway, 89 Oxford Street, Woodstock.

Erection of first floor rear extension.

Cllr C Carritt reminded the council that it did not usually object to rear extensions however there is a right of way through Blenheim Park which would make this extension very visible to the public and this fact should be brought to the attention of WODC. Cllr Mrs E Jay was concerned that it might add to the existing parking problems. The Mayor suggested that it would be an over-developing the conversion of a listed building (WODC planning policy B9) and that a better standard of finish should have been proposed for a property that borders and is visible from a World Heritage Site.

RESOLVED

That WTC objects to this planning application on the grounds that it would be over-developing a conversion to a listed building (WODC planning policy B9) and that a better standard of finish should have been proposed for a property that borders and is visible from a World Heritage Site.

WTC/204/10 COMMUNICATIONS

The Mayor reported that he had sent a message of congratulations to Prince William and Kate Middleton on their engagement. He told the council that the former wife of Honorary Townsman I Lenagan had recently been hurt in a road traffic accident. The Council sent its best wishes to her and her family and hoped that she made a speedy recovery. The Mayor also informed the council that Cllr C Carritt had volunteered to be the Town Councils broadband champion. The Deputy Mayor offered Cllr C Carritt help with this.

RESOLVED

That the council accepted Cllr C Carritt's offer to be its broadband champion and also the deputy mayors offer to assist him.

WTC/205/10 QUESTIONS

None.

WTC/206/10 MOTIONS PRESENTED TO COUNCIL

None.

WTC/207/10 HIGHWAYS AND TRANSPORT ISSUES

(i) Reply to TP3 – Oxfordshire County Council Consultation

Cllr Mrs E Jay reported that the parishes along the A44 have all been contacted and have agreed to respond to the consultation by the deadline of 9th January 2011. She will work with the Clerk to compile the WTC response in time to meet the deadline.

RESOLVED

Cllr Mrs E Jay and the Clerk will submit the WTC response to the OCC consultation by 9th January 2011.

Cllr Mrs T Redpath reported that there is a planning application under consideration for Langford Lane. The plans include some transport modelling but the models fail to take account of the knock-on affects on the A44 that are likely to result from the closures of the Redbridge and Dean Pit recycling centres. The closing date for comments is 10th January 2011. The Mayor asked the Clerk to request a time extension for the WTC response to this application in order that it can be discussed further at the WTC meeting on 11th January 2011.

RESOLVED

The Clerk will ask for a time extension for this planning response in order that it can be discussed by WTC on 11th January 2011.

(ii) Role of the Parish Transport Representative

The role of the Parish Transport representative was discussed. Some Cllrs considered that the work of this post-holder complements the work of the A44A group. Cllr I Thomas proposed that present post-holder be thanked for his past services and that the role be brought back in-house and passed to the committee that deals with the council's interests in the A44. This motion was seconded by the Mayor. Cllr C Carritt said that the current post-holders expertise benefited the council and said that he supported the involvement of residents in council activities. He did however agree that the post would benefit from modification and suggested that the terms of reference be re-visited. Cllrs Mrs E Stokes and Mrs P Richardson supported this suggestion. The Deputy Mayor considered that the work of the Parish Transport representative, the A44A Group, the work of the CLA Council representative and the Council's transport interests in planning applications overlapped and, as they are interlinked, should all be managed in-house. Cllr Mrs E Jay reminded the council that the scope of its transport work was very diverse and that the work undertaken by the public transport representative was very different to that associated with the CLA Game Fair. She also noted that other people had performed external roles for the Council in the past.

RESOLVED (7 votes for, 6 votes against)

That the Mr Yoxall be thanked for his work as the Parish Transport Representative and that the work be bought back in-house and undertaken by the Cllrs involved on the A44A group from now on.

(iii) Request to Resident for Highway Verge Preservation Measures

A resident has approached the Council for approval for him and his next door neighbour to work with OCC Highways and arrange for some posts to be installed in the grass outside houses on Manor Road to protect the grassed area. The cost of this will be paid for by the residents.

RESOLVED

That WTC has no objection to residents working with OCC Highways and having some posts installed, at their own expense, to protect the green space outside 107 & 109 Manor Road

WTC/208/10 **GAME FAIR**

The Council received and considered a report from Cllr A Glee about the Country Land & Business Association (CLA) Game Fair. Discussion followed about the potential transport issues. Cllr P Jay reported that the issue of policing the game fair had been discussed at a recent meeting of the Local Area Policing Board on which he sits and that the Chief Inspector of Thames Valley Police (TVP) had been at this meeting. Cllr P Jay said that maximum pressure should be put on the organisers to ensure that traffic management remains a key priority. He considered that the key issue is the policing of the public highway across the county. He said that although some assurances had been received WTC should continue to insist that the focus be on the policing of the public highways and that this must be done by TVP and not CLA staff. Cllr Mrs E Jay reported that at the Traffic Advisory Group she had heard that there will not be a police presence. The Mayor said that the police must manage the traffic and therefore pressure must be put on TVP and WODC to ensure that a robust traffic plan, involving the police is established. Cllr P Jay proposed that WTC urges all representatives of the Council to use every opportunity to press upon those responsible the necessity for countywide policing of the highway by TVP at the time of the Game Fair as well as arrangements made by them and the CLA. This motion was seconded by the Deputy Mayor.

RESOLVED (Unanimous)

That WTC urges all representatives of the Council to use every opportunity to press upon those responsible the necessity for countywide policing of the highway by TVP at the time of the Game Fair as well as arrangements made by them and the CLA.

WTC/209/10 **FINANCIAL ISSUES**

(i) To receive the list of Payments for November 2010

Cllr E Poskitt proposed that the list of payments made in the month of November 2010 amounting to £25,462.95 be received and approved. The Deputy Mayor seconded this proposal.

RESOLVED

That the list of payments made in the month of November 2010 amounting to £25,462.95 is approved

(ii) To receive the Bank Reconciliation Statements for November 2010

The Council received and considered the bank Reconciliation Statements for November 2010.

(iii) To receive the Summary and Detailed Income & Expenditure Statements for November 2010

The Summary and Detailed Income and Expenditure Statements for November 2010 were received and considered.

(iv) Grants and Donations

The grant applications for 2011 were received and considered. The Mayor declared a personal interest as he is the Chairman of the Youth Club. Cllr C Carritt declared a personal interest as he is the Treasurer of the Youth Club. The chairman of the finance committee reminded Cllrs that £2,500 had been allocated in the 2011 budget for grants and donations and proposed that the 2011 budget for grants and donations be allocated as follows:

(a) Woodstock Youth Club	£1200
(b) 2 nd Woodstock Guides	£300
(c) Yarnton Band – Remembrance Day	£75
(d) Witney Band – Christmas Carols	£75
(e) Woodstock Town Partnership	£350
(f) Woodstock Town Carnival	£500

This motion was seconded by the Mayor. Discussion followed. Cllr Mrs E Stokes proposed an amendment to the motion to remove the funding for the guides as the money was going towards funding a trip to Switzerland. She considered that the guides should undertake fund raising activities to raise the money for this. Cllr Mrs T Redpath seconded this amendment. The amendment failed (6 votes for, 7 against). The original motion was then put.

RESOLVED (10 votes for, 3 against)

That WTC would allocate the 2011 budget of £2,500 for grants and donations as follows:

(a) Woodstock Youth Club	£1200
(b) 2 nd Woodstock Guides	£300
(c) Yarnton Band – Remembrance Day	£75
(d) Witney Band – Christmas Carols	£75
(e) Woodstock Town Partnership	£350
(f) Woodstock Town Carnival	£500

(v) Internal Control Checks

Members have now completed the asset control checks and asked that the Capability Brown picture be listed separately. The Mayor proposed that the picture be listed separately on the insurance schedule. This motion was seconded by Cllr I Thomas. Discussion followed. The Mayor suggested that the Clerk obtain a quote for an up to date valuation of the picture by experts before the Council committed to such expenditure. Cllr P Jay reminded Cllrs that an art expert from Blenheim Palace and other professionals had confirmed that the present valuation was still valid.

RESOLVED

That the Capability Brown picture be listed separately on the insurance schedule.

WTC/210/10 PLANNING MATTERS (cont'd)

(ii) Planning Appeal Decision

Cllr C Carritt reminded Cllrs that some residents from Old Woodstock had expressed worries about this planning application for 5 Westland Way, Woodstock and that the Council had supported these concerns. He proposed that WTC write to the Planning Inspectorate and

inform them that the Town Council is very disappointed at the appeal decision Ref: APP/D3125/A/10/2128740. Cllr Mrs E Stokes seconded this motion.

RESOLVED

That WTC write to the Planning Inspectorate and inform them that the Town Council is very disappointed at the appeal decision: APP/D3125/A/10/2128740 – 5 Westland Way.

- (iii) Reconfirmation of Mr N Lyzba as Planning Consultant on the Local Development Framework
Cllr Mrs A Grant declared a personal interest in Agenda Item No. 11 (iii):
Reconfirmation of Mr N Lyzba as Planning Consultant on the Local Development Framework (LDF) as she is a friend of his. The Council discussed its requirements for future expert planning consultancy in relation to the LDF and noted that it has been pleased with the work undertaken by Mr Lyzba. Discussion followed during which it was noted that the planning consultants Kemp and Kemp were also working for WTC on the planning matters relating to The Former Railway Station. Cllr P Redpath proposed that after a reappraisal of the situation WTC appoint Kemp and Kemp to represent them on the LDF from now on. Cllr Mrs T Redpath seconded this motion. Cllr P Jay asked that this motion be amended to add that the maximum value of all planning consultancy work will be that allocated in the 2011/12 budget.

RESOLVED

That WTC will appoint Kemp and Kemp to represent them on the LDF from now on and that the budget for all planning consultancy will not exceed £6,000 in 2011/12.

- (iv) Notification that Vanborough Development will be addressing the Town Council in January 2011

The Mayor proposed that Vanborough Development be allowed to address the Town Council at the meeting on 11th January 2011 about their proposals in the LDF.

RESOLVED

That Vanborough Development will be allowed to address the Town Council at the meeting on 11th January 2011 about their proposals in the LDF.

WTC/210/10 ***SLUICE AT THE WATER MEADOWS***

The Council agreed to take this matter as part of the Environment Working Group report.

WTC/211/10 ***CHRISTMAS LIGHTS***

The council received and considered a paper from Cllr C Carritt. In this paper Cllr C Carritt drew the Councils attention to several technical concerns that will need to be addressed before the WTC Christmas lights are installed in 2011:

- a) A new circuit breaker and time clock is required for the lighting column near The Crown.
- b) The use of water proof plugs for all circuits is recommended
- c) A new power outlet, circuit breaker and clock is desirable in order to light the tree by The Bear.

Cllr C Carritt proposed that any surplus funds from the Christmas Lights budget be used to fund items a, b and c in that order of importance. Cllr Mrs A Grant asked that this motion be amended so that Cllr Carritt obtains estimates for this work for consideration at the July town council meeting. Cllr C Carritt accepted this amendment.

RESOLVED

That that any surplus funds from the Christmas Lights budget be used to fund items a, b and c in that order of importance and that Cllr Carritt obtain estimates for this work for consideration at the July town council meeting.

Cllr C Carritt also asked that WTC recognise the hard work that has been undertaken by Andy Mitchell and so the Mayor agreed to do this on behalf of the Council.

WTC/212/10 WOODSTOCK TOWN PARTNERSHIP

Cllr C Carritt said that this matter had been covered during the discussion about grants and donations.

WTC/213/10 MEETINGS OF COMMITTEES AND SUB-COMMITTEES

(i) Environmental Working Group

The council received and noted the minutes of the Environment Working Group held on Wednesday 8th December 2010. The sluice at the water meadows was discussed. Cllr Mrs T Redpath reported that Mr Trumper from the Environment Agency had been asked to come and visit the site by a resident. He was happy with the work on the sluice that has already been undertaken to date but there are now some cracks developing on other parts of the sluice that need to be dealt with. There is a between 4 and 4.5 metres of piling and strengthening work required and this is anticipated to cost between £600 and £800. This structure is the joint responsibility of WTC and Blenheim Estate and therefore the cost for the work should be split between the two organisations. Cllr P Redpath reminded the clerk that WTC needs to write to residents bordering the water meadows (and also local estate agents) and ask them to check the land registry plans for these properties because it is feared that some may have inadvertently encroached upon the water meadows site.

(ii) Community Centre Working Party

The Deputy Mayor gave an oral report of the recent meeting of the Community Centre Working Group. The group believes that this project consists of 5 stages: planning; tendering; investigation (and hopefully securing grant funding); building; snagging and sign off. Cllr P Redpath is going to try and locate some plans for the Community Centre and Cllr Mrs L Glees is going to investigate the possibilities for grant funding. The Deputy Mayor proposed that the working group be authorised to spend up to £3k out of the ring-fenced £60k in order to have new Community Centre plans drawn up if required. This proposal was seconded by Cllr P Redpath. Discussion followed. Cllr P Jay proposed an amendment to the proposal so that, apart from the £3k, no other money should be spent until the project has been properly funded. This amendment was seconded by the Mayor. This amendment failed on a vote (4 votes for, 7 against). The original motion was then put.

RESOLVED (11 for, 1 against)

That the working group be authorised to spend up to £3k out of the ring-fenced £60k in order to have new Community Centre plans drawn up if required

Cllr E Poskitt reported that the lunch club had offered to pay £300 towards a washing-up machine in the Community Centre and other contributions were being sought. The Mayor asked that this item be brought forward to the January meeting for further discussion.

(iii) Woodstock Traffic Advisory Committee

The minutes of the Woodstock Traffic Advisory Committee meeting of 20th October 2011 were received and noted.

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 Cllr P Jay.

RESOLVED

That the public be asked to withdraw from the meeting.

(iv) Mayor's Committee

The Mayor declared a personal interest in Agenda Item 15(ii) as his mother was previously employed by Woodstock Town Council.

(a) Assistant to the Town Clerk

The employment of a permanent member of staff to support the Town Clerk was discussed. Mrs T Redpath proposed that the current temporary member of staff be appointed on a permanent basis without the need for a probationary period into the position originally occupied by the previous post holder (SPC 16) but then have a staffing review/administration review to determine what levels are required. Cllr C Carritt proposed an amendment to this motion so that that this person be appointed on SPC19 now. Cllr P Jay seconded this amendment. Discussion followed. Some Cllrs referred to the Rodden Report (2005) and the recommendations therein. Others considered that a lot of changes had happened since then and that the current person was providing a good level of administrative support to the Town Clerk and Council.

RESOLVED (9 for, 3 against, 1 abstention)

That the current temporary member of staff be appointed on a permanent basis without the need for a probationary period on SPC 19 for 22 hours a week.

WTC/214/10 PROPERTY UPDATE

Cllr I Thomas declared a personal interest as he is the son-in-law of a shop keeper in Woodstock. Cllr Mrs A Grant declared a prejudicial interest as she is a shop keeper in Woodstock. Cllr E Poskitt reported the following property matters:

(i) Fixed Wiring

Meeson Williams have advised the town council that one potential tenant for 24 Market Place requires a copy of a fixed wiring certificate for the building. The council records suggest that an inspection was undertaken but that some action may still be required. The CMfP asked that in order to prevent unnecessary delays delegated powers be given to her, the Deputy Mayor and the Clerk in order to progress this matter. Cllr P Jay asked whether this matter was covered by SO39. The Mayor ruled that it was and so this matter will be adjourned until January 2011. In the meantime the clerk will ask Carter Jonas to gather some quotations for this work.

(ii) 8 Park Street

The Town Council considered the 3 quotes that had been received from Carter Jonas and another submitted by a local builder, all of which exceeded the allocated budget. Cllr P Redpath proposed that:

- (a) WTC award the contract to the cheapest contractor, subject to all necessary insurance and that the shortfall in the budget be made up by temporarily taking the amount from the general reserve or viring the amount from the Environmental surplus for 2010/11.
- (b) A working group of experienced Cllrs, and the leader of the Property Working Group keep a vigilance on the project at 8 Park Street – as was the case at 4 Market Street.

This motion was seconded by Cllr Mrs T Redpath. Discussion followed. The Mayor said that as he had ruled that SO39 applied to the expenditure relating to the fixed wiring in the Town Hall it should also apply to the expenditure relating to 8 Park Street. He therefore ruled that this matter be adjourned until January 2011.

Cllrs P Redpath, Mrs T Redpath, I Thomas and Mrs A Grant (due to a prejudicial interest) left the meeting at 9.45pm.

(iii) 24 Market Place

Potential tenants were discussed. The Deputy Mayor proposed that Meeson Williams be told that as WTC's professional advisors they should make the decision based on commercial criteria and then go forward to heads of terms as soon as possible. This motion was seconded by the Mayor.

RESOLVED

That Meeson Williams be told that they should make the decision based on commercial criteria and then go forward to heads of terms as soon as possible.

WTC/213/10 (iv) MAYOR'S COMMITTEE Cont'd

(b) Community Centre Caretaker

The caretaker at the community centre is providing a good service for which the council is grateful. In 2009 to comply with the then current legislation, his employment reverted to a contract that would be reviewed annually. However, due to changes in the Government's employment legislation this procedure can no longer continue. Cllr P Jay proposed that due to the changes in the law the caretaker of the Community Centre be advised that his employment with WTC will end on 30th September 2011. Cllr E Poskitt seconded this motion. Discussion followed and it was noted that the plans to refurbish the Community Centre will impact upon the level of caretaking support required in 2011.

RESOLVED (Unanimous)

That the Clerk will write to the caretaker of the Community centre to thank him for the good service that he has provided and advise him that his last day working for WTC will be 30th September 2011.

WTC/215/10 SEALING OF DOCUMENTS

None

WTC/216/10 CIVIC ANNOUNCEMENTS

None

The meeting rose at 9.58pm.

Signed Date