

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 10 AUGUST 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 C Carritt

ALSO IN ATTENDANCE:

One member of the public.

WTC/93/10 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs E Poskitt, P Jay and Mrs E Jay.

WTC/94/10 DECLARATIONS OF INTEREST

None

WTC/95/10 TO APPROVE THE MINUTES OF:

The Minutes of the Meeting of the Town Council held on Tuesday 13th July 2010 were approved and signed as a correct record subject to the following amendments:

Minute WTC/71/10, Public Participation Session with respect to items on the agenda. The spelling error in the word 'believed' in the second sentence of the second paragraph was amended.

Minute WTC/79/10, Meetings of Committees (a) Finance. The word 'deleted' at the end of the first sentence of the first paragraph on page 29 was substituted by 'removed (and remain ring fenced for Capital Works on the Community Centre)'.

The Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 27th July 2010 were approved and signed as a correct record subject to the following amendments:

The apostrophe was removed from 'Cllr's' recorded 'Present' and also in WTC/85/10, Apologies.

Minute WTC/88/10, Meeting of the Finance Committee (4) Rent Arrears. In the resolution the apostrophe was removed from 'vendor's'.

(7) Additional Meeting of the Finance Committee. In the resolution the second sentence was amended to read 'Whilst deliberating the Finance Committee will take full account of the two spending parties input, namely Property and Environment and must include the staffing review also'.

Minute WTC/89/10, Property Update and recommendations brought forward from the Property

Working Party meeting held on 6th July. Recommendation 6 (12) was amended as follows:

'recommendation carried with the proviso that the £13k for the roof be referred back to the Finance Committee'.

WTC/96/10 ELECTION OF A TOWN COUNCILLOR

(i) The Council received and considered information from the Mayor. The Mayor informed the Council that 10 electors had requested an election. This will be held on Thursday 9th September. The anticipated cost of this election to the residents of Woodstock is approximately £3k.

(ii) The use of polling cards at the forthcoming election was considered by the Council. The Mayor advised that approximately £1k could be saved from the cost of this election if polling cards are not used. Cllr Mrs T Redpath proposed that polling cards are not used at the election and this proposal was seconded by Cllr T Gardiner.

RESOLVED

That the Clerk will notify WODC that polling cards are not required for the election on 9th September 2010.

WTC/97/10 APPOINTMENTS TO COMMITTEES

- (i) The Town Council received and considered a request from the Deputy Mayor that she be appointed to the Finance Committee and the Property Working Group.

RESOLVED

That the Deputy Mayor be appointed to the Finance Committee and Property Working Group with immediate effect.

- (ii) Cllr Mrs J Dunsmore expressed a wish to join the Mayor's Committee and the Property Working Group.

RESOLVED

That Cllr Mrs J Dunsmore is appointed to the Mayor's Committee and Property Working Group with immediate effect.

WTC/98/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

None

WTC/99/10 COMMUNICATIONS

None.

WTC/100/10 QUESTIONS

None.

WTC/101/10 FORMER RAILWAY STATION SITE

Cllr Mrs T Redpath informed the Council that she has asked the Planning Consultant employed by WTC to estimate the cost of further work for the stopping up order which he may be required to undertake for WTC on this matter.

WTC/102/10 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JULY 2010

- (i) To receive the list of Payments for July
Cllr Mrs P Richardson enquired about the dates of the grass cutting in June 2010.

RESOLVED

That the Clerk/RFO will ask the finance assistant to provide details of the dates of the grass cutting that was undertaken in June.

Cllr T Gardiner proposed that the list of payments made in the month of July 2010 amounting to £50,681.54 be received and approved. The Mayor seconded this proposal.

RESOLVED

That the list of payments made in the month of July 2010 amounting to £50,681.54 is approved.

- (ii) To receive the Bank Reconciliation Statements for July
The Council received and considered the bank Reconciliation Statements for July 2010.
- (iii) To receive the Summary and Detailed Income & Expenditure Statements for July 2010
The Summary and Detailed Income and Expenditure Statements for July 2010 were received and considered. The Clerk/RFO noted that the Annual Insurance payment has been paid against a general code. WTC is currently waiting for Zurich Insurance to provide a breakdown

to enable it to be apportioned. The Deputy Mayor asked that content of the Zurich Insurance Policy is circulated to Cllrs when it arrives.

RESOLVED

That the Clerk/RFO will make a further request to Zurich that the breakdown of the cost of the insurance policy is sent to WTC and that this will be copied to Cllrs when it arrives.

(iv) Internal Controls

Members have now completed the check on income controls. The following recommendations were made:

- (a) That it is clearly marked on invoices that payment is due within 30 days.
- (b) That a clear policy on deposits is developed.
- (c) That greater clarity about payments received is shown on invoice copies.

RESOLVED

That WTC staff will adopt these recommendations.

WTC/103/10 PLANNING APPLICATIONS

The following planning matters were received and considered:

(i) Planning Applications

There were no planning applications to consider as none had been received since the last meeting.

(ii) Street Collection

It was noted that WODC had issued a licence to Mr P Brocklehurst to make street collections (or hold a sale) for the benefit of the Royal Air Force Association on 18/09/2010.

(iii) New Premises Licence Application

WTC received and considered an application for a new premises licence from the Thames Valley Farmers Market Co-operative relating to Woodstock Market Place.

Cllr A Glees proposed that WTC oppose the licence application on the grounds that it is incomplete information. Cllr T Gardiner seconded this motion. The Council rejected this proposal.

Cllr Mrs J Dunsmore the proposed that WTC supports the application subject to it being only on the 1st Saturday in the month between 0830 and the time that it currently runs. Cllr C Carritt seconded this proposal.

RESOLVED (7 votes for, 3 against)

That WTC supports the new premises licence application but asked that it only be on the 1st Saturday in the month between 0830 and the time that it currently runs.

(iv) Section 106 Funding (Shipton Road)

The Council considered information received from Brain Yoxall the WTC Parish Transport Representative about the Section 106 Funding relating to the Shipton Road housing development. Cllr C Carritt proposed that WTC write to OCC underlining the Town Councils insistence that the 106 money is committed to public transport in Woodstock and that a full breakdown of the projects earmarked for Woodstock be sent to WTC forthwith along with information about when OCC might be expected to make the money available. The Mayor seconded this proposal.

RESOLVED

That WTC write to Howard Cox at OCC (copied to Cllr I Hudspeth) insisting that the 106 money is committed to public transport in Woodstock, that a full breakdown of the projects earmarked for Woodstock be sent to WTC and that OCC inform WTC when it might be expected to make the money available.

WTC/104/10 ***MARLBOROUGH SCHOOL GOVERNORS REPORT***

The Marlborough School Governors Report by Cllr C Carritt was received and noted.

RESOLVED

That the school be told that WTC is delighted to note the progress reported within the report.

WTC/105/10 ***HISTORIC WOODSTOCK***

WTC received and considered a proposal from Cllr A Glee that some informative plaques be installed on specific buildings around Woodstock to make the town more interesting in historical terms and encourage visitors to explore Woodstock. Discussion followed. The Council considered this to be an interesting initiative that might benefit from the involvement of the wider Woodstock Community.

RESOLVED

That this initiative be reviewed by the Strategy Committee and that Cllr Glee join this committee

WTC/106/10 ***EUREKA PARTNERSHIP REQUEST***

The Council received and considered a request from the Eureka Partnership for permission to publish a transcript of various documents that are part of the Woodstock Borough archive.

RESOLVED

That the Eureka Partnership request is approved.

WTC/107/10 ***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 30th September.

RESOLVED

That this item will be brought forward for consideration at the September meeting of the WTC

WTC/108/10 ***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 15 to 17 inclusive.

WTC/109/10 ***WAR MEMORIAL GARDENS***

The Council received and considered two quotes that had been received for the upkeep of the Memorial Gardens. Cllr Mrs P Richardson reported that in the absence of a contract for the maintenance of this area the War Memorial gardens had been tended by members of the Green Gym and volunteers from within Woodstock on an approximately three weekly basis. She reported on the good work that has been achieved and noted the need for the Council to make savings wherever possible. Cllr Mrs P Richardson proposed that that the contract not be let at this stage and that the Green Gym and volunteers continue to maintain the War Memorial for the remainder of the year.

RESOLVED

That the kind offer from the Woodstock volunteers and the Green Gym Members is accepted and that the Town Council record a vote of thanks for this help.

WTC/110/10 **PROPERTY UPDATE**

The Clerk and Mayor updated the Council about various property matters.

(a) Legal Matters

The Deputy Mayor suggested that Carter Jonas should not have to engage with the Town Council's solicitors on matters relating to property leases but that should have some standard contracts in house that could be tailored and used as required. The Deputy Mayor proposed that the Clerk arrange for a meeting with Carter Jonas in order to clarify their responsibilities under the terms of the contract and to put forward their views on rent arrears and at what stage the Town Council should engage a solicitor. Cllr A Glees seconded this motion.

RESOLVED (9 votes for)

That the Clerk will arrange a meeting between Carter Jonas and the Council Member for Property, the Deputy Mayor and Cllrs Mrs J Dunsmore and Carritt.

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. The Mayor seconded this proposal.

RESOLVED

That the advice from the Council's solicitors be followed.

(b) Leases

The terms of a new lease on one of the properties was discussed.

RESOLVED (9 votes for, 2 abstentions)

That:

- (i) the lease duration proposed by Carter Jonas be accepted
- (ii) that Carter Jonas be asked to advise on rent review periods and that WTC follow this advice
- (iii) the rent be that recommended in the most recent rent review for this property
- (iv) there will be no rent free period but that Carter Jonas can allow the new tenant limited access during the final 2 weeks before opening in order to prepare the property if Carter Jonas deems it necessary.
- (v) a personal guarantee will be required and a deposit of 6 months rent
- (vi) all rent will be paid in advance.

The Mayor proposed that delegated powers be given to the Clerk in consultation with the Deputy Mayor in order that they that can conclude the two property contracts that are currently being finalised.

RESOLVED (11 votes for, 1 against)

That WTC delegate powers to the Clerk, in consultation with the Deputy Mayor, in order that they that can conclude two property contracts currently being finalised.

(c) Surveys

Quotations presented by Carter Jonas for the asbestos survey and the Energy Performance Certificate (EPC) required for one of the Park Street properties were received and considered. Cllr I Thomas proposed that in both cases the lowest quotes be accepted and the Mayor seconded this motion.

RESOLVED

That the lowest quotes presented by Carter Jonas for the EPC and asbestos survey be approved.

WTC/111/10 STAFF VACANCY

The Clerk informed the Council that another of the candidates originally interviewed for the post of Clerk’s Assistant would like to accept the job. The Deputy Mayor proposed that the Clerk ask OALC/NALC for guidance about one matter relating to the probation period. The Mayor seconded this proposal.

RESOLVED

That:

- (i) the Clerk will obtain clarification about one matter from NALC
- (ii) that the interested candidate be offered the job of Clerk’s Assistant subject to suitable references being obtained.

WTC/112/10 CONSULTATION ON THE CAPPING OF LOCAL COUNCIL PRECEPTS

The Council received and considered a consultation entitled ‘Local Referendums to Veto Excessive Council Tax Increases’ from the Government Department for Communities and Local Government and a Legal Briefing (L06-10) from NALC. Cllrs C Carritt and Mrs T Redpath had studied the consultation document and each had circulated suggestions for how WTC might respond.

SUSPENSION OF STANDING ORDERS

As it was 10.30pm the Mayor asked the Council to agree the suspension of Standing Orders in order that the business could be completed.

RESOLVED

That the WTC Standing Orders be suspended.

Cllr Mrs T Redpath proposed that her paper be submitted as the official WTC response to the consultation. Cllr P Redpath seconded this motion.

RESOLVED (7 votes for, 2 against)

That the Clerk will send the response prepared by Cllr Mrs T Redpath as WTC’s contribution to the consultation process.

WTC/113/10 SEALING OF DOCUMENTS

None.

WTC/114/10 CIVIC ANNOUNCEMENTS

The Mayor notified the Council that John Smith had passed away. He has written a letter of condolence to the family.

The meeting rose at 10.45pm

Signed Date