

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 12 OCTOBER 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 C Carritt	Cllr Mrs L Glees

**ALSO IN ATTENDANCE:**

County Cllr Hudspeth and five members of the public.

**WTC/146/10 APOLOGIES FOR ABSENCE**

None.

**WTC/147/10 DECLARATIONS OF INTEREST**

Cllr Mrs V Edwards declared a personal interest in Agenda Item 10 Urban Connection as she is a director of the company. Cllr Mrs A Grant declared a personal interest in Agenda Item 14e Bowls and Tennis Club Working Group as her sister is a social member of Woodstock Bowls Club.

**WTC/148/10 TO APPROVE THE MINUTES OF:**

The Minutes of the Meeting of the Town Council held on Tuesday 14<sup>th</sup> September 2010 were approved and signed as a correct record subject to the following amendments:

Present: Cllr Mrs L Glees was added to the attendance list.

The Minutes of the Extraordinary Meeting of the Town Council held on 28<sup>th</sup> September 2010 were approved and signed as a correct record subject to the following amendments:

Minute WTC/145/10, Property Update (b) 8 Park Street. At the end of the first paragraph the following text was added. 'Cllr P Redpath understood from the meeting with the Conservation officer that there was no charge for listed building consent, that this was all that was required and that the Clerk could deal with this. The Mayor thought that planning permission may be required and a cost would be incurred. The Mayor wanted the involvement of Carter Jonas in obtaining consents. It was **resolved** to involve Carter Jonas with the process. It was thought that costs for the refurbishment would be in the region of £8k (this did not include Carter Jonas/consent fees). Cllrs P Redpath and Thomas had been delegated by the Property Committee to meet with Mr Lunt – surveyor for Carter Jonas'.

**WTC/149/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

(i) October Update from County Cllr I Hudspeth

The Council received and considered an update from County Cllr Hudspeth. He noted that the full implications of the Spending Review will not be known until mid November. The young people's parliament 'Big Debate' took place early October. 130 youngsters participated from across Oxfordshire and they made it known that they would like the Youth Clubs to be retained. No firm decisions have yet been made about Oxfordshire County Council's budget for next year. Cllr Carritt mentioned that he understood that the Woodlands Project may be under threat of closure due to spending cuts and considered that it would be sad if this were to happen. He asked Cllr Hudspeth to raise this issue with OCC. Cllr Hudspeth agreed to do so but reminded Council that any such cuts had

to be considered in terms of the overall package. Cllr P Redpath asked about whether there was anything about West Oxfordshire in the Draft Local Transport Plan. Cllr I Hudspeth reminded Council that the current Consultation is ongoing until 9<sup>th</sup> January 2011. He reported that virtually no capital projects will be funded.

(ii) 'Transport Matters with Particular reference to High Speed Rail and Bus/Rail Links'

Mr Brian Yoxall utilised the public participation session to address the Council about the proposed high speed rail and bus/rail links. He reminded WTC that a taxi/bus facility to service passengers using Hanborough Station had been supported by WTC. He said that he understood that tenders were being invited for a bus service between Ashton-under-Wychwood and Burford that would run all year. He also believed that tenders were being invited for a seasonal service between Blenheim and Hanborough Station. He was concerned about the lack of consultation on this matter and the Ashton-under-Wychwood proposals. He asked that WTC:

- a) Support his disappointment at the lack of consultation by OCC on this matter and
- b) Support his suggestion that any link, if required, should run between Charlbury and Burford rather than Ashton-under Wychwood and Burford a scheduled bus service already exists between Woodstock and Charlbury that could link in.

Mr Yoxall also expressed his fears that the proposal for a network high speed rail link could damage local facilities. Cllr Carritt asked for the deadline date for comments from WTC as Members needed time to consider these matters further. Cllr Mr I Hudspeth said that he was not sure of the deadline date and mentioned that First Great Western were funding some of the proposed project.

**RESOLVED**

It was agreed that Transport Issues will be an item on the Town Council's November agenda.

(iii) 'Elections: Council Credibility & Councillor Conduct'

Mr S Parnes utilised the public participation session to address the Council about the recent elections and outline several concerns that he had. A letter detailing these matters had been circulated to all Cllrs prior to the meeting. Discussion followed. The decision not to use polling cards was explained. Several Cllrs noted that there were lessons that might be learnt from the recent elections. The Mayor agreed to reflect upon the matters that had been raised and take advice from West Oxfordshire District Council to determine whether there was anything that needed to be included on a future agenda.

**WTC/150/10 COMMUNICATIONS**

None.

**WTC/151/10 QUESTIONS**

None.

**WTC/152/10 MOTIONS PRESENTED TO COUNCIL**

The following motion was submitted by Cllr C Carritt. 'Woodstock Town Council learns with alarm that the County Council is to withdraw school transport for primary age children from Old Woodstock attending the Woodstock Primary School. It is alleged that the County Council now deem the A44 to be a "Safe Route" for walking. Woodstock Town Council notes that the A44 carries in excess of 10,000 vehicles per day some 10% of which are HGVs. The morning and evening peaks are clearly well in excess of this rate of traffic movement. The pavements in places in Old Woodstock are only 28 inches wide and the average width of a "buggy" pushchair is 26 inches. This means that children and their parents are frequently within 2 inches of HGVs travelling at or above the speed limit. The withdrawal of speed cameras from across the County cannot help matters. Woodstock Town Council asserts its strong opposition to any withdrawal of school bus services for primary age children and requests an urgent meeting with representatives of the Road Safety and Schools

Transport teams to discuss options for improvement.’ Cllr C Carritt proposed that a meeting be requested with OCC. This motion was seconded by Cllr Mrs P Richardson.

**RESOLVED**

That the Clerk will request a meeting between WTC and staff from OCC to discuss this matter further.

**WTC/153/10 RE-ORDERING THE AGENDA**

The Mayor asked that WTC agree to bring forward Agenda Item 10.

**RESOLVED**

That Agenda Item 10 is brought forward.

**WTC/154/10 URBAN CONNECTIONS**

Cllr Mrs V Edwards declared a personal interest in Agenda Item 10 Urban Connection as she is a director of the company and left the room whilst it was discussed.

Mr Neil Edwards, Director of ‘Urban Connection’ presented an updated version of the proposal to WTC whereby free WiFi would be installed on the roof of the Town Hall for use by WTC, residents and members of the public. Mr Edwards suggested that direct savings of £375 would be made by removing the need for the current broadband package and advised that WTC would receive 30% of any profits. Discussion followed. Cllr P Redpath mentioned that Wallingford Town Council had recently been charged significant costs for the installation of WiFi (£30k) and is required to pay a further £3.5k per annum during the initial three years in order to maintain the service, whereas WTC is being offered this service free with a small review stream in addition. Cllr E Poskitt asked what would happen at the end of the initial three year period. Mr Edwards said that it would be an on-going renewal with no differences proposed. The proposal is on the basis of an exclusive arrangement and several Cllrs queried whether this was necessary and whether it might cause any constitutional difficulties for the Council. Other Cllrs had aesthetic concerns. Cllr P Jay proposed that WTC accept the Synaptix offer subject to confirmation that there are no legal obstacles to the proposed exclusive arrangements and that there are no listed building consent difficulties. This motion was seconded by Cllr A Glees.

**RESOLVED**

That WTC accept the Synaptix offer subject to confirmation that there are no legal obstacles to the proposed exclusive arrangements and that there are no listed building consent difficulties. The Clerk will contact OALC about the proposed exclusivity arrangement.

Cllr Mrs V Edwards did not participate in the vote.

**WTC/155/10 CEMETERY**

There was no new information for WTC to consider so the Council moved to the next agenda item.

**WTC/156/10 GAME FAIR 2011**

Cllr A Glees has been keeping Cllrs up to date about the CLA Game Fair plans. He has been led to believe that the CLA organiser considers traffic to be the highest priority matter relating to the event. Cllr A Glees has also discussed this matter with Mr Oddy from WODC and suggested that WODC should be consulting more with WTC on this matter. Mr Oddy told Cllr A Glees that the OCC Cabinet met with Sara Thornton of Thames Valley Police on 16<sup>th</sup> June and that at this meeting she confirmed that traffic policing will be committed to the 2011 Game Fair. Cllr Glees suggested that in addition to adequate policing being in place the organisers needed to educate the CLA traffic team in order to get traffic off the local roads. Discussion followed. Cllr A Glees reported that he had previously raised the matter of traffic policing of this event at a local meeting and that the local police in attendance were unaware of Sara Thornton’s commitment at that time. However, following his discussions with WODC he is now satisfied that the police will be there but will maintain a watching

brief. Cllr P Jay suggested that Cllr A Glees should endeavour to persuade TVP and the organisers to produce a sound traffic plan that they will commit to for this event. One problem with the last event appears to be that some officers considered this to be a planned event rather than an incident and were therefore only concerned with the accident and emergency aspects. Sara Thornton's commitment is therefore very positive but Cllr Hudspeth suggested that Cllr A Glees should continue urging the police to take action. Cllr A Glees proposed that the Mayor should write to David Hough the CLA Game Fair Director to request an early consultation. Cllr P Jay seconded this proposal but asked that it be amended to extend the invitation to a representative of TVP and Monica Downton at WODC who is leading the Safety Advisory Group (SAG) this year.

**RESOLVED**

That the Mayor will write to Mr D Hough, Director of the CLA Game Fair and request a meeting with him and Cllr A Glees to discuss the organisers proposals. This invitation will also be extended to representatives of TVP and WODC.

**WTC/157/10 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – SEPTEMBER 2010**

- (i) To receive the list of Payments for September 2010  
Cllr E Poskitt proposed that the list of payments made in the month of September 2010 amounting to £16,973.61 be received and approved. The Deputy Mayor seconded this proposal.

**RESOLVED**

That the list of payments made in the month of September 2010 amounting to £16,973.61 is approved.

The clerk will clarify the reason for the BACS charge of £10 that is applied to WTC's account quarterly by Barclays Bank.

- (ii) To receive the Bank Reconciliation Statements for September 2010  
The Council received and considered the bank Reconciliation Statements for September 2010.
- (iii) To receive the Summary and Detailed Income & Expenditure Statements for September 2010  
The Summary and Detailed Income and Expenditure Statements for September 2010 were received and considered.

The Deputy Mayor suggested that the involvement of WTC's solicitors in the property leases should commence after Carter Jonas has undertaken any standard negotiations. She also asked that WODC be asked to bill the commercial tenants directly for their business rates.

- (iv) Internal Controls  
Members have now completed the check on Payroll procedures. They have recommended that a review of the caretaking staff and the environmental warden's contracts be undertaken.

**WTC/158/10 PLANNING APPLICATIONS**

The following planning matters were received and considered:

- (i) Planning Applications  
No planning applications had been received by WTC since the last meeting.
- (ii) Section 106 Funding (Shipton Road)  
The Mayor and Clerk had met with representatives from WODC and the papers received from WODC at this meeting had been circulated to Cllrs. Discussion followed. The Deputy Mayor enquired about the background to the items that had been included in the S106 agreement and was advised that these items had been suggested by WTC. Cllr P Redpath asked if there was any money set aside for ongoing maintenance and repair of any new

equipment. He also queried whether there was any flexibility to vire the funds within the budget allocations or change the equipment that was suggested within the agreement. The Mayor suggested that this would probably not be possible but the Clerk will confirm the position with WODC.

**RESOLVED**

The Clerk will contact WODC and confirm whether there is any option to alter content of the S106 funding agreement, to vire any of the current budget allocations or change the type of equipment from that currently specified.

Cllr Mrs T Redpath suggested that the proposals should be considered by the Environment Working Group as many of them relate to areas that come under the remit of this group.

**RESOLVED**

That the S106 information would be considered by the Environment Working Group.

**WTC/159/10 TIME MANAGEMENT REVIEW OF WTC PROCEDURES**

New members had not yet seen the proposals and therefore this item was deferred.

**WTC/160/10 MEETINGS OF COMMITTEES AND SUB-COMMITTEES**

(a) FINANCE COMMITTEE

(i) To Receive and consider the Minutes of the Finance Committee Meeting of 5<sup>th</sup> October 2010.

The council received and considered the minutes of the Finance Committee meeting of 5<sup>th</sup> October 2010. The Chairman of the committee had prepared a report entitled 'Budget 2011-12: Bids Received – Analysis of Outlook and Recommendations' since this meeting that summarised the position and proposed that WTC:

- (a) notes the report and figures submitted by the finance committee
- (b) endorses the general financial strategy recommended by the finance committee
- (c) approve the options recommended by the finance committee
- (d) ask the finance committee to submit final budget recommendations on this basis in time for approval at its meeting on 23<sup>rd</sup> November; and
- (e) appoint a commission chaired by the deputy mayor composed of the council's principal committees and working parties to consider the long-term options and make recommendations before the end of the year.

This motion was seconded by the Deputy Mayor.

**RESOLVED** (11 votes for, 5 abstentions)

That the report and figures submitted by the Finance Committee be noted, the general strategy endorsed, the options recommended by the finance committee approved, the timing of the final budget submission approved and a commission led by the deputy mayor appointed to consider and make recommendations about the long term options.

(ii) To Approve and Accept the Annual Return

The Chairman of the committee reported that the audit was now complete and had been approved by BDO LLP. The Chairman of the Finance Committee proposed that WTC approve and accept the Woodstock Town Council Annual Audit Return for the year ended 31<sup>st</sup> March 2010. This motion was seconded by Cllr E Poskitt.

**RESOLVED**

That WTC approves and accepts the WTC Annual Audit Return for the year ended 31<sup>st</sup> March 2010.

The auditors had identified two matters that required action in an “issues arising” report. The first of these related to the level of detail included in the Council’s review of the effectiveness of the internal audit. The Finance Committee proposed that the Council note these comments, that it act accordingly, that the RFO and finance officer review the effectiveness of the internal audit and that they present their findings to the Finance Committee on 16<sup>th</sup> November 2010.

**RESOLVED**

That the RFO and finance assistant will review the effectiveness of the internal audit and present their findings to the Finance Committee on 16<sup>th</sup> November 2010.

The other matter raised by the external auditor concerned the annual risk assessment. This had been undertaken within the correct time frame. However the minute confirming this was not produced until April 2010. In future the risk assessment must be completed and minuted as such at a Town Council meeting before 31<sup>st</sup> March 2010. The Finance Committee proposed that

- (i) at the beginning of December the RFO sends around photocopies of the current risk assessment sheets to appropriate groups/Members for confirmation or updating.
- (ii) all responses are sent back to the RFO by the end of the first week of January.
- (iii) the computerised risk assessment is updated and run off in time for the February Council meeting in order that the Council can approve it at this meeting and this action minuted accordingly.

**RESOLVED**

That the three point action proposed by the Finance Committee to ensure that the review and update of the risk assessment is completed on time be undertaken within the specified timescales.

(b) WOODSTOCK@900

Cllr P Jay gave an oral update of the meeting of the Woodstock@900 Committee held on 12<sup>th</sup> October 2010. The work of this committee is nearly finished and therefore on balance it recommends that, unless any unforeseen need were to arise, the Woodstock@900 Committee be wound up on 1<sup>st</sup> January 2011. The Christmas lights were discussed. The Committee felt that it would be unfortunate if the momentum of the night of 900 candles was lost. Cllr P Jay suggested that permanent lighting in the trees might be an option but other Cllrs were against this idea. Cllr C Carritt reminded WTC that OCC had also been against the idea of permanent lighting in the trees when the suggestion had previously been raised. Cllr C Carritt advised the WTC that OCC requires six weeks notice to process the fully completed electrical certificates. He has already completed these based on the 2009 application and proposed that they be submitted in order to meet the required deadlines. The Mayor seconded this motion.

**RESOLVED**

That the electrical certificates required by OCC be despatched by the Clerk next week.

One member of the Woodstock@900 committee has offered to help with the Christmas lights collection if required. Cllr 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.

Cllr T Gardiner reminded the council that there could be a gap between the funds collected and those required and proposed that WTC should cover any shortfall. Cllr P Jay seconded this motion. Other Cllrs suggested that WTC should only spend what it could afford. Cllr C Carritt reminded WTC that a substantial part of the cost of the Christmas lights installation was the hire of the two cherry pickers that are required to enable both sides of the trees to be worked on simultaneously. He reported that the prices submitted in last years tender exercise had ranged from £5.5k and £7k. And therefore the current contractor was competitively priced. It was suggested that it be made clear to businesses that WTC cannot fund any shortfall indefinitely. The Deputy Mayor proposed an amendment to limit the

total contribution of WTC to that of last years budget and asked that she be authorised to investigate what might be achieved for a total budget of £3.5k - £4k. Cllr E Poskitt seconded this motion. The amended motion was voted upon.

**RESOLVED** (11 in favour and 3 against)

That the Deputy Mayor's amendment be added to the original proposal so that the total contribution of WTC be limited to that of last years budget and asked that she be authorised to investigate what might be achieved for a total budget of £3.5k - £4k.

The Deputy Mayor then proposed a further amendment that in light of the current economic climate and mindful of the need to reduce its commitment to the Christmas lights budget WTC underwrite the Christmas lights working with a total budget of £4k on the understanding that local businesses will work with WTC to raise any shortfall. Cllr Mrs E Jay seconded this amendment but it failed (2 votes for, 5 against) was rejected

The main proposal as amended was then voted upon. A member called for a named vote the result of which was as follows:

For: Cllrs E Poskitt, P Jay, Mrs E Stokes, C Carritt, T Gardiner and J Cooper (6).

Against: Cllrs I Thomas and P Redpath (2).

Abstained: Cllrs Mrs V Edwards, Mrs J Dunsmore, Mrs A Grant, A Glees, Mrs E Jay, Mrs L Glees, Mrs T Redpath and Mrs P Richardson (8).

**RESOLVED** (6 votes for, 2 against and 8 abstentions)

That WTC fund any shortfall in the Christmas lights budget up to the level of funding contributed by it in 2009 and that the Deputy Mayor will contact electricians to investigate what might be achieved for £3.5k - £4k.

#### ***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 14 (c), (d), (e) and 15 inclusive.

#### **(c) MAYOR'S COMMITTEE**

A paper prepared by the Clerk was received and considered. This contained three matters that required immediate attention. Cllr Mrs T Redpath proposed that these matters be referred back to the Mayor's Committee as a matter of urgency. The Deputy Mayor seconded this motion.

**RESOLVED** (9 votes for, 7 against)

That the matters presented in the Clerk's paper be referred back to the Mayor's Committee.

#### **(d) PROPERTY WORKING GROUP**

The Council received and considered the minutes of the meeting of the Property Working Group that took place on Tuesday 28<sup>th</sup> September. The property working group proposed that:

- (i) WTC spend up to £8k on upgrading 8 Park Street in order that it can be re-let
- (ii) That the new tenant in suite 2 of the Community Centre be given permission to use signage similar to that already present, bearing in mind that signage should be reviewed as part of the future upgrade of the building
- (iii) That WTC approve the replacement of the outhouse door at the Community Centre

- (iv) That the Town Hall administrative staff work with the CMfP to draw up terms for deposits on the use of the Town Hall and Community Centre that would then be submitted to the Town Council
- (v) That the Town Council introduce a policy forbidding the use of candles in its public buildings and state this clearly in its bookings paperwork.

**RESOLVED**

That the five part amendment as stated above was approved.

(e) BOWLS AND TENNIS CLUB WORKING GROUP

Cllr Mrs A Grant declared a personal interest in Agenda Item 14e Bowls and Tennis Club Working Group as her sister is a social member of Woodstock Bowls Club.

The Council received and considered a paper from the Woodstock Bowls and Tennis Club Working Group, a letter received from the Woodstock Bowls and Tennis Club and comments about this letter made by the Town Council's professional property advisors Carter Jonas. Cllr P Redpath proposed that WTC accept the six part resolution recommended by the WB&TC working party. This motion was seconded by Cllr I Thomas. Discussion followed. The Deputy Mayor suggested that WTC should be guided by its professional property advisors and treat all of the council tenants in the same way. The Deputy Mayor proposed an amendment to part three of the motion whereby rent would not be linked to the RPI but that break clauses be introduced at years 5 and 10 to enable an upward only rent review as with other WTC property contracts and that all correspondence should be dealt with by Carter Jonas. The Mayor seconded this motion and Cllr P Redpath accepted this amendment. A member called for a named vote the result of which was as followed.

For: Cllr Mrs J Dunsmore, E Poskitt, I Thomas, Mrs A Grant, Mrs T Redpath, P Redpath, A Gleees, Mrs L Gleees, Mrs P Richardson, Mrs E Stokes and Mrs V Edwards (11)

Against: Cllrs P Jay, T Gardiner and J Cooper (3)

Abstained: Cllrs C Carritt and Mrs E Jay (2)

**RESOLVED** (11votes for, 3 against and 2 abstentions)

That the amended motion is approved and that Carter Jonas is asked to contact the Woodstock Bowls and Tennis Club and advise them of the details of WTC's resolution.

The Mayor asked the Council to agree to extend the meeting by a further 10 minutes.

**RESOLVED**

That the meeting be extended by a further 10 minutes.

**WTC/161/10** **PROPERTY UPDATE**

The Member for Property updated the Council about various property matters that had arisen since the meeting of the Property Working Group.

(a) Town Hall

The asbestos survey of the Town Hall has been completed. The new loft ladder has now arrived and will be fitted by Cllr P Redpath. The cellar clearance has started but needs to be completed before the fire officer's next visit. The lighting in the administrative office has become a health and safety issue because one of the strip lights above the Clerk's desk requires changing and therefore the lighting in the office is poor at present. One of the strip lighting units in the ladies toilets also needs replacing along with a strip light in the gents toilets and some bulbs in the cellar. A scaffolding tower is required to replace the bulb in the Clerk's office. The CMfP proposed that alternatives be investigated an estimate be obtained for appropriate changes. The Deputy Mayor seconded this motion.

**RESOLVED**

That Carter Jonas arrange for an electrician to quote for replacing for one strip light and also for modifications which should achieve better lighting for the administrative staff and make it possible for the strip lights to be changed by the Town Hall caretaker in the future.

(b) 2 Park Street

The lease renewal was discussed. Some additional costs have arisen even though WTC complied with its obligation to sign and returned the lease within the specified timescale.

**RESOLVED**

That WTC does not consider it appropriate for it bear the additional costs and that the Clerk will advise the Councils solicitors of this.

(c) B&TC Invoice

A bill has been received from WTC's solicitors for advice provided about the Bowls and Tennis Club. On further investigation it has been explained that some of the advice dates back to 2009.

**RESOLVED**

That the Clerk ask WTC's principal solicitor to provide a breakdown of this bill. He will also be asked to present a breakdown with all future bills as it makes the invoices easier to understand and this is a format is already used by other solicitors employed by the firm.

(d) Community Centre

The CMfP is still trying to organise a date for the first meeting of the working party that will make recommendations about the possible remodelling of the Community Centre.

**WTC/162/10 OXFORD AIRPORT CONSULTATIVE COMMITTEE**

The Council received and considered the minutes of the Oxford Airport Consultative Committee that was held at Oxford Airport on Wednesday 15<sup>th</sup> September. Cllr T Gardiner noted that the committee had been surprised by the arrival of two very large hangers which they had the right to install. Cllr T Gardiner noted that this was the last meeting that would be attended by Dr Robert Edwards. Dr Edwards has served on this committee for the past 35 years.

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.

**WTC/163/10 FARMERS MARKET**

The safety of some of the market stalls was discussed. Cllr C Carritt proposed that the Farmers Market be asked to put up some proper barriers around the stalls that are on the roads 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. 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.

**RESOLVED** (6 votes for, 2 against, 8 abstentions)

That WODC be made aware of this matter concerning the farmers market and be invited to comment as it has health and safety implications.

Cllr A Glee proposed that this matter also be brought to the attention of the Traffic Advisory Committee.

**RESOLVED** (10 votes for)

That this matter be brought to the attention of the Traffic Advisory Committee.

**WTC/164/10 SEALING OF DOCUMENTS**  
None.

**WTC/165/10 CIVIC ANNOUNCEMENTS**  
The Mayor reminded Cllrs about the Mayor's reception and asked them to confirm whether they will be attending the Remembrance Day parade and service.

The meeting rose at 10.50pm

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