

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 13 APRIL 2010  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr P Jay (Town Mayor)	Cllr T Gardiner (Deputy Mayor)
Cllr C Carritt	Cllr J Cooper
Cllr Mrs V Edwards	Cllr G Myatt
Cllr Mrs E Jay	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr B Yoxall	Cllr E Poskitt
Cllr A Glees	Cllr I Thomas
Cllr Mrs A Grant	

**ALSO IN ATTENDANCE:**

District Cllr Mrs J Dunsmore.

**WTC/332/09 APOLOGIES FOR ABSENCE**

Cllrs Mrs E Stokes & County Cllr I Hudspeth.

**WTC/333/09 DECLARATIONS OF INTEREST**

Cllr P Jay and Cllr Mrs E Jay each declared Personal Interests in Agenda Item 10 (a) as they are neighbours. Cllr Mrs V Edwards also declared a Personal Interest in Agenda Item 10 (a) as she rents a field from Blenheim Palace adjacent to this land. Cllr E Poskitt declared a Personal Interest in Agenda Item 10 (d) as she is a Committee Member of the Friends of Oxfordshire Museum. Cllr Mrs V Edwards also declared a Personal Interest in Agenda Item 10 (d) as access to her home is along the road next to the museum. Cllr J Cooper declared a Personal Interest in Agenda Item No.10 (e) as he is the Chairman of the Youth Club. Cllr C Carritt also declared a Personal Interest in Agenda Item 10 (e) as he is the Treasurer of the Youth Club. Cllr Mrs A Grant declared a Personal Interest in Agenda Item 15 (c) as her sister is a social member of the Woodstock Bowls and Tennis Club.

**WTC334/09 TO APPROVE THE MINUTES OF:**

The minutes of the meeting of the Town Council held on Tuesday 9 March 2010 were approved and signed as a correct record, subject to the following amendments:

Minute WTC/317/09 Community Centre Parking: second paragraph ó the word -notø was amended to read -noteø

Minute WTC/327/09 Meetings of Committees and Sub-Committees (a) Environment Working Group item (ii) Cemetery Regulations: the recommendation and resolution were amended to say that the regulations should be split into three types ó one section to be given to funeral directors, another for internal use and one that is appropriate for the families. Item (iii) Fees and Charges: In the third sentence the word -theø was inserted between -thatø and -recommendationø There was discussion as to whether the -exclusion of the public and pressø at WTC/327/09 (d) was required. Cllr T Gardiner proposed that the minute be approved as it is and this was seconded by Cllr J Cooper.

**RESOLVED** (6 votes for and 3 against)

That this minute is not changed.

**WTC/335/09 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

None.

**WTC/336/09 COMMUNICATIONS**

(i) The Annual Meeting

The Clerk distributed a list of the Committees, Working Groups etc that were in existence in May 2009 and asked that all Cllrs mark their preferences for involvement in 2010/11 and return these to her early

May. Cllr Redpath suggested that two groups were currently missing from the list: The Bowls and Tennis Club Working Group and the working group established by Cllr Thomas to review procedures. The Mayor considered that there was not currently a Bowls and Tennis Club Working Group but that in February 2009 WTC had asked some individual Cllrs to meet with the Bowls and Tennis Club. Cllr P Redpath disagreed with this view and said that a working group had been established. Discussion followed. The Mayor said that although he considered that a working group had not been formally agreed such a group could be added to the list to be considered. Cllr T Gardiner proposed that a Bowls and Tennis Club Working Group be established at the annual meeting on 11<sup>th</sup> May 2010 and this proposal was seconded by Cllr J Cooper.

#### **RESOLVED**

That a Bowls and Tennis Club Working Group be established at the annual meeting on 11<sup>th</sup> May 2010 and then added to the current list.

Cllr P Redpath suggested that the group of Cllrs, led by Cllr I Thomas, who are reviewing procedures should also be included on this list as a working group. Discussion followed but Cllr Thomas considered that this was a one-off rather than an on-going activity and therefore would not require to be re-elected.

(ii) Thank You Card from Mrs Read.

The Mayor informed WTC that a thank you card had been received from Mrs Read as acknowledgement of the gifts presented to her upon her retirement.

**WTC/337/09 QUESTIONS**

None.

**WTC/338/09 THE FORMER RAILWAY STATION SITE**

Cllr Mrs T Redpath distributed a paper to Cllrs that updated them on the current situation. The potential suitability of the former railway station site for local employment was discussed and also the ways by which this matter might be tested and confirmed. Cllr Mrs J Dunsmore understands that if and when a new planning application is submitted Berkeley Homes may engage with the Woodstock community through an exhibition but is unaware of any plans to interact with WTC directly at this stage.

**WTC/339/09 COMMUNITY CENTRE CAR PARKING**

The Mayor reported that there has been no further progress towards an agreement with the Old Woodstock Town Football Club about parking at the Community Centre since the March meeting. Cllr Mrs T Redpath noted that she took it for granted that the suggested contribution of £500 annually towards the cost of maintenance would be paid against receipts for work done. The Mayor undertook to confirm this.

**WTC/340/09 MEMORIALS**

The Mayor proposed that the information collected by the Clerk relating to the re-instating of memorials in the Hensington Road Cemetery be passed to the Environment Working Group for consideration and that a recommendation then be brought back to council. This proposal was seconded by Cllr E Poskitt.

#### **RESOLVED**

That the Environment Working Group considers the information and quotes obtained and then make a recommendation to Council.

**WTC/341/09 PLANNING MATTERS - APPLICATIONS**

(a) Ref: 10/386/P/FP

Conversion of stone barns to residential units and erection of 14 new dwellings. Alterations to existing access together with provision for a rural exception site on adjacent land. To allow various

amendments to the previously approved application 07/1808/P/FP. Hensington Farm Buildings, Banbury Road, Woodstock. Cllr P Jay and Cllr Mrs E Jay each declared Personal Interests as they are neighbours. Cllr Mrs V Edwards declared a Personal Interest as she rents a field from Blenheim Palace adjacent to this land. Cllr C Carritt proposed that WTC support the development in principle but that that the allocation of the affordable homes to estate worker should comply with the criteria of the District Council and that this be brought to the attention of WODC. Cllr Mrs V Edwards seconded the motion but asked that a second proviso to ensure that adequate drainage be included to overcome concerns about potential flooding. This amendment was accepted by Cllr C Carritt.

**RESOLVED**

That WTC supports this development in principle but is concerned about the allocation of affordable houses to estate workers and so would like assurance that these families meet the housing needs criteria of the District Council. WTC also seeks assurance that surface waters run-off from the development and the public highway is adequately disposed of.

(b) Ref: 10/0434/P/FP

Erection of replacement conservatory with roof terrace above and provision of new glazed gable in SE elevation. 8 Shipton Road, Woodstock.

**RESOLVED**

That WTC makes no comment.

(c) Ref: 10/0441/P/FP

Erection of two storey extension. 7 Crecy Walk, Woodstock

**RESOLVED**

That WTC makes no comment.

(d) Refs: R3.0058/10 (Planning App) & R3.0058/10 (Listed Buildings Consent)

Erection of a two storey building (plus a basement) for a new museum building for The Soldiers of Oxfordshire plus the demolition of the existing Pratten Building at The Oxfordshire Museum, Fletchers House, Park Street, Woodstock. Cllr E Poskitt declared a personal interest as she is a Committee Member of the Friends of Oxfordshire Museum. Cllr Mrs V Edwards also declared a Personal Interest as access to her home is along the road next to the museum. Cllr J Cooper proposed that WTC write to the planners at OCC and tell them that they had not performed their statutory duty to consult with WTC because relevant and timely information had not been supplied and therefore WTC could not respond. This motion was seconded by Cllr C Carritt but rejected by the Council.

Cllrs questioned the aesthetics of the proposed plans and did not consider that the building would fit in with the surrounds. Cllr Mrs T Redpath proposed that WTC object to the application on the grounds that the scale and appearance are totally inappropriate to the centre of Woodstock and its conservation area. Cllr A Glees seconded this proposal.

**RESOLVED**

That WTC objects to this application on the grounds that the scale and appearance are totally inappropriate to the centre of Woodstock and its conservation area.

(e) Ref: 10/0445/P/FP

Removal of existing youth club and erection of new replacement building with associated works at Woodstock Youth Club, Recreation Road, Woodstock.

Cllr J Cooper declared a Personal Interest in this application as Chairman of the Youth Club. Cllr C Carritt also declared a Personal Interest as Treasurer of the Youth Club. Discussion followed about the status of the building referred to in the application as some Cllrs had seen references to a village hall amongst correspondence. Some Cllrs said that although WTC supports the work of the Youth Club they would have liked to have seen some facts and figures about usage and more time in which to

consider this application. Cllr Mrs P Richardson reported that during the Easter holidays 42 people had attended the Youth Club on one day and considered that this demonstrated that it was needed by the community. Cllr J Cooper asked that consideration of this planning application be deferred until the next meeting. Cllr Mrs P Richardson seconded this proposal.

**RESOLVED**

That a decision be deferred until the next meeting of the Town Council.

**WTC/342/09 SECTION 106 FUNDING FROM SHIPTON ROAD DEVELOPMENT**

The council received and considered an oral report from Cllr B Yoxall in which he referred the Council to a recent email from Oxfordshire County Council that set out the section 106 funding provisions for the new Shipton Road development. £5,000 has been set aside for cycle stands and £15,000 for public transport improvements. Cllr B Yoxall proposed that he and Cllr Mrs P Richardson develop and bring forward proposals for the cycle stands and that OCC be asked that the proposed £15,000 for public transport be used to increase the frequency of the off-peak bus service between Woodstock and Kidlington. This proposal was seconded by Cllr C Carritt.

**RESOLVED**

That the Clerk will write to Oxfordshire Council informing them of WTC's proposals for the section 106 funding and asking them to confirm that they are in agreement with the council's suggestions.

**WTC/343/09 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – FEBRUARY 2010**

(i) Risk Assessments

The Clerk/RFO reported that the risk assessments for 2009/10 have been completed.

**RESOLVED**

That it be noted in the minutes that the risk assessments for 2009/10 have been completed.

(ii) To Receive the List of Payments for March 2010.

The list of payments for March 2010 amounting to £25,553.26 was received and considered by the Council.

**RESOLVED**

That the March payments totalling £25,553.26 be approved.

In addition an invoice from Oxfordshire County Council relating to pensions advice and various invoices from Henmans were received and submitted for Council authorization. Some Cllrs required further information about the Henmans invoices.

**RESOLVED**

That the payment to Oxfordshire County Council be authorised for payment now and that the other invoices from Henmans LLP be suspended until the Clerk has produced a schedule that details the content of the various invoices.

In addition WTC were asked to authorise the payment of expenses for Mrs J Hibberd for a soup kettle costing £48.00. Cllr Mrs V Edwards proposed that this be paid. This proposal was seconded by Cllr T Gardiner.

**RESOLVED**

That Mrs J Hibberd be paid £48.00 as expenses for the purchase of a soup kettle for WTC.

(iii) To receive the Bank Reconciliation Statement for March 2010.

The bank reconciliation statement for March 2010 was received and considered.

**RESOLVED**

That the bank reconciliation statement for March 2010 is approved.

(iv) To receive Summary and Detailed Income and Expenditure Statements for March 2010

The summary and detailed income and expenditure statements for March 2010 were received and considered. Cllrs were asked to note that these figures do not represent the final year end income and expenditure position as there are various invoices awaited and year end transactions to be completed.

**RESOLVED**

That the summary and detailed income and expenditure statements for March 2010 are approved.

(v) Internal Control

The Clerk/RFO reported that Members have now completed the following checks and no deficiencies have been identified: Year End Procedures, Budgetary Controls and Risk Management Arrangements.

(vi) Report on Items of Expenditure in 2009/10 Budget for consideration to carry forward to 2010/11

The report on items of expenditure in the 2009/10 budget and for consideration to carry forward to 2010/11 was received and considered by the Council. Discussion followed as several Cllrs had queries relating to this report, the end of year position and the items that were currently listed to be brought forward. The Mayor asked the Clerk to set up an Extraordinary Meeting of the Town Council in order that these matters can be discussed further on 27<sup>th</sup> April 2010.

**RESOLVED**

That the Clerk will organise an Extraordinary Town Council Meeting on 27<sup>th</sup> April 2010.

(vii) Gas and Electricity Supplies

The Council received and considered a revised paper from the Finance Assistant about the options for entering a buying consortium and provided details of the terms currently offered by British Gas for one year. The Finance Assistant and Clerk/RFO recommended that contracts with British Gas be established based on the current terms and that the Council's energy usage be advised through OCC to enable WTC to join the Buying Group arrangements from May 2011.

**RESOLVED**

That WTC follow the recommendations of the Finance Assistant and Clerk/RFO, that contracts be established with British Gas and that the Council's energy usage be advised through OCC to enable WTC to join the Buying Group arrangements from May 2011.

**WTC/344/09 EXPENDITURE AUTHORIZATION**

Following queries raised by the new Clerk/RFO about authorisations the Mayor has examined the current Financial Regulations of WTC. The council received and considered a paper from the Mayor. In summary this confirmed that there is a clear system for setting a budget, a clear system for making payments but that the system for approving expenditure would benefit from further clarification. The contents of the paper were discussed. The Mayor proposed that the Finance Committee be asked to consider this information and make recommendations for revising WTC's Financial Regulations based on the principles recommended in the paper so that a coherent scheme is established.

**RESOLVED**

That the Finance Committee will consider this information and make recommendations for revising WTC's Financial Regulations based on the principles recommended in the Mayor's paper so that a coherent scheme is established.

**WTC/345/09 SEALING OF DOCUMENTS**

The lease for 4 Market Street was officially sealed by WTC and signed by the Mayor and Town Clerk.

**(a) Woodstock@900**

The Mayor and Cllr E Poskitt presented oral reports of the meeting of the Woodstock@900 Committee meeting that had been held earlier on Tuesday 13<sup>th</sup> April. The event will commence on 1<sup>st</sup> May 2010 and will be officially opened by His Grace the Duke of Marlborough. The Music Society will perform a trumpet fanfare and the Martley Bells will be rung. The Mayor mentioned that one of his ancestors had been the rector of Martley. Other activities planned for the celebrations were also discussed. It was noted that any donations towards the production of the Woodstock@900 brochure would still be gratefully received.

**(b) Property Working Group**

The Council received and considered the minutes of the Property Working Group held on 8<sup>th</sup> March 2010.

***EXCLUSION OF THE PUBLIC AND PRESS***

Cllr T Gardiner proposed that in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw. This proposal was seconded by Cllr J Cooper.

**RESOLVED**

That the public be asked to withdraw from the meeting.

**(i) Interactions between the staff and Carter Jonas**

There is currently some question as to the roles of the staff and that of Carter Jonas on property maintenance matters. Therefore a meeting should be held with Carter Jonas to clarify the position.

**(ii) Back Gate Quotes for Market Street**

The Property Working Group recommended that WTC approve the lowest quote of the three quotes received.

**RESOLVED**

That the lowest quote of the three received by Carter Jonas for the work on the Market Street back gate is accepted.

**(iii) Property Update**

The prospective tenants for 24 Market Place have withdrawn and therefore this property is now once again available for lease.

The negotiations of the lease for 2 Market Street are nearing completion.

The outstanding plumbing work at 4 Market Street has now been completed and formally signed off by Carter Jonas.

The tenants of 6 Park Street have asked that they be allowed to assign their lease to another organisation. Cllr Mrs V Edwards proposed that the assignment of the lease be approved. Cllr Mrs A Grant seconded this assignment.

**RESOLVED**

That the current tenants of 6 Park Street be given permission to assign their lease.

Cllr Mrs V Edwards reported that the Post Office had corresponded with WTC about the council's decision to register 2 Park Street for VAT. A response has been sent.

**(iv) Architects Competition**

The original intention and scope of the architect's competition was discussed. Cllr Mrs V Edwards proposed that the architect's competition be for the remodelling of the community centre on its present site. This was seconded by Cllr A Glees.

**RESOLVED**

That the architect's competition be for the remodelling of the community centre on its present site.

**(c) Bowls and Tennis Club**

An oral report was received from Cllr E Poskitt on the discussions of the working group. The members of the group invited by the council to progress lease discussions with the club met with a representative from the council's property managers Carter Jonas, who had experience in such matters. A list of recommended changes has been produced by Carter Jonas. These proposals needed to be agreed by Council and then conveyed to the Bowls and Tennis Club for consideration. Discussion followed during which Cllr Redpath confirmed that Carter Jonas had received copies of all of the documentation. Cllr P Redpath proposed that the Clerk write to Woodstock Bowls and Tennis Club with the Carter Jonas proposal that:

1. A term of lease not exceeding 15 years
2. Rental of £1,500 per year increased annually by reference to the Retail Price Index.
3. Consent is given for the relocation of the boundary as requested by the Bowls and Tennis Club - work to be undertaken by the club at their cost within 3 months of the start date.
4. That a clause be included prohibiting the erection of overhead lighting.
5. An annual meeting to take place between the trustees of the Bowls and Tennis Club and representatives of WTC to discuss any issues arising and the community involvement in the club.
6. Each party to pay its own legal fees.

Cllr Mrs V Edwards seconded this proposal but asked that it be amended so that Carter Jonas, as the property management agents of WTC, sends the letter on behalf of WTC. This amendment was accepted by Cllr P Redpath. A Member called for a named vote, the result of which was as follows:

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

Against: Cllrs J Cooper, B Yoxall, T Gardiner and P Jay. (4)

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

**RESOLVED** (9 votes for and 4 against)

That Carter Jonas will write to the Woodstock Bowls and Tennis Club detailing the 6 proposals listed above.

***WTC/347/09 STAFFING MATTERS***

(i) The Clerk's Assistant

The Clerk reported that the interview process had been successful and that the interview panel had been unanimous in its recommendation. The Clerk proposed that the recommended candidate be appointed as the new Clerk's Assistant. Cllr A Glees asked that this appointment be subject to the receipt of satisfactory references and this condition was confirmed. The Mayor seconded this proposal.

**RESOLVED**

That the candidate recommended by the interview panel be offered the post of Clerk's Assistant subject to satisfactory references being received.

(ii) The Finance Assistant

The Council received and considered an advertisement and job description for the Finance Assistant vacancy produced by the Clerk. Some amendments were suggested and agreed.

**RESOLVED**

That the amended job description and advertisement be approved and that the job is advertised in the Oxford Times, the Oxford Mail and various web sites.

***WTC/348/09 DEFERMENT OF OTHER BUSINESS***

The Mayor reported that he had approved the use of the Mayor's Parlour by the Friends of the Oxfordshire Museum. He proposed that the outstanding agenda items be deferred to the Extraordinary Town Council of 27<sup>th</sup> April 2010.

**RESOLVED**

That WTC agreed that the outstanding items be deferred to the meeting on 27<sup>th</sup> April 2010.

The meeting rose at 10.45pm.

Signed í í í í í í í í í í í í í í .. Date í í í í í í í í í í í í í í