

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

PRESENT:

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

ALSO IN ATTENDANCE:

Six members of the public.

WTC/67/10 APOLOGIES FOR ABSENCE

Apologies were received from County Councillor I Hudspeth.

WTC/68/10 DECLARATIONS OF INTEREST

The Mayor declared a prejudicial interest in Agenda Item 11 (b) (Planning Applications) as he is a friend of the planning applicant for 10/0918/P/FP 27, Oxford Street. Cllr Mrs J Dunsmore declared a personal interest in Agenda Item 9 (Winter Weather) as she is a friend of the correspondent.

WTC/69/10 TO APPROVE THE MINUTES OF:

The Minutes of the meeting of the Town Council held on Tuesday 8th June 2010 were approved and signed as a correct record subject to the following amendments:

Minute WTC/42/10, Public Participation Session with respect to items on the agenda. The first 'will' was removed from the last sentence of the first paragraph. The word 'premier' was replaced with 'football' in the last sentence of this minute.

Minute WTC/53/10, Procedural Review (i) Report and Recommendations. The word 'meeting' was inserted at the end of the sentence. (ii) Timing of Meetings. The words 'in accordance with SO1' were inserted at the end of the second sentence.

The Minutes of the meeting of the Town Council held on Tuesday 25th May 2010 were approved and signed as a correct record following the correction to the page numbering (to make them pages 22 and 23) and the following amendment:

Minute WTC/64/10, Planning Applications (c) Ref: 10/0740/P/DCA. In the second sentence of the second paragraph the word the 'abbreviated' was replaced with the word 'shortened'.

Minute WTC/66/10, Other Business. In the first sentence the word 'carnival' was replaced with the word 'Blenheim'.

WTC/70/10 CO-OPTION OF A TOWN COUNCILLOR

The members of the Town Council reviewed and considered three expressions of interest that had been received from Woodstock residents who wished to be considered for co-option. The Mayor informed the Council that some Members had requested a ballot under SO9 of WTC's Standing Orders. There was discussion about whether the results of the ballot should be revealed to the public.

RESOLVED

That the Clerk will confirm with OALC/NALC whether the results of the ballot should be revealed to the public upon request.

The Clerk distributed and then collected the ballot papers and counted the votes. Mr M Upham verified the results. Mrs J Dunsmore had received the majority of the votes. Cllr Mrs E Jay did not participate in the ballot as she was not present at the meeting at that stage.

RESOLVED

That Mrs J Dunsmore is co-opted to Woodstock Town Council. Cllr Mrs J Dunsmore then signed the Declaration of Acceptance of Office and returned this to the Clerk.

The Mayor thanked the other candidates for their interest in being co-opted to WTC.

WTC/71/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

A report was received and considered from Cllr I Hudspeth which updated WTC about Oxfordshire County Council's plans to review the capital work programme later in July, the proposed new contract for the disposal of household waste and the abolition of the Regional Spatial Strategy.

Cllr Mrs A Grant notified members of the Council that she had been made aware that the children of some residents living to the north of the Black Prince are not automatically being allowed to attend the Woodstock Primary School although the children of some Begbroke residents are. Cllr Mrs E Stokes believed that some of the houses down the Shipton Road might also be out of the catchment area, therefore Cllr Mrs P Richardson agreed to try and confirm the position at the meeting of the Governors scheduled for 14th July 2010. The Clerk will also write to OCC to ask for clarification about its policy regarding the catchment area for the Woodstock Primary School.

RESOLVED

That the Clerk will write to OCC to request clarification about its policy with regards to the catchment area for the Woodstock Primary School.

WTC/72/10 COMMUNICATIONS

The Mayor informed the Council that he had written to Mrs E Jerram and sent WTC's condolences upon the loss of her husband.

WTC/73/10 QUESTIONS

None.

WTC/74/10 FORMER RAILWAY STATION SITE

Cllr C Carritt had been due to attend and address the planning meeting at which the latest planning applications by Berkeley Homes for this site would be considered (10/0738/P/FP, 10/0739/P/LB and 10/0740/P/DCA). However this meeting had been deferred until August in order that a site visit can be made beforehand. The Council received and reviewed correspondence that had been copied to WTC by the office of the Duke of Marlborough. The Council thanked Cllr Mrs T Redpath for keeping His Grace up to date with developments. Cllr Mrs T Redpath proposed that WTC supply further information might be of interest to the Duke and distributed a draft letter for consideration. Cllr P Jay seconded this motion.

RESOLVED

That Cllr Mrs T Redpath assisted by Cllrs P Jay, Mrs J Dunsmore and Mrs P Richardson, draft a letter from WTC making His Grace the Duke of Marlborough aware of other matters relating to this planning application that might be of interest to him.

The Clerk reported to the Council that the present budget allocation for the Planning Consultant, assisting WTC was nearly spent.

RESOLVED

That the budget allocation for the planning consultant employed to assist WTC on this planning matter be reviewed at the meeting of WTC in August.

WTC/75/10 GAME FAIR JULY 2011

The Mayor informed the Council that the dates of the 2011 Game Fair have been confirmed as 22-24 July 2011. The mayor reported that, subject to Council approval, he had asked Cllr A Glee to lead on matters relating to the Game Fair on behalf of WTC and that Cllr A Glee had agreed to do so.

RESOLVED

That Cllr A Glee represent WTC on matters relating to the Game Fair 2011.

WTC/76/10 WINTER WEATHER

The Clerk read out a letter to the Town Council that had been recently received from a resident who was concerned about Winter Weather. This matter was then discussed by the Council. The Council received and considered the following proposal from Cllr C Carritt, that was seconded by Cllr T Gardiner:

- (i) That budgetary provision be made to acquire from OCC two salt bins at the following locations:
 - a. The Shambles at the Town Hall and
 - b. The Shambles at The Crown Pub
- (ii) That budgetary provision also be made to acquire approx one dozen good quality snow shovels and two strong pneumatic tyred wheelbarrows.
- (iii) That in the event of the sudden onset of snow or ice, the Clerk be authorised to instruct such local contractors as she can contact and at rates that she deems reasonable to spread salt and clear snow on the towns pavements only in the following priority order:-
 - a. 1st Priority. High Street, Market Street and Oxford Street (from its junction with Rectory Lane to its Junction with Upper Brook Hill).
 - b. 2nd Priority. Park Street, park Lane, Hoggrove Steps, Browns Lane Steps and Hensington Road from the A44 to Bear Close.
 - c. 3rd Priority. At other locations at the discretion of the Town Clerk in consultation with the Town Mayor or Deputy.
- (iv) That Contractors are required to have their own public liability insurance.
- (v) That such delegation to the Clerk be for a maximum of three consecutive days of laying snow and up to a maximum financial expenditure of £3000.00 (three thousand pounds).
- (vi) That this arrangement be reviewed and confirmed, modified or ended each year as part of the annual budget determination in November.

The Deputy Mayor proposed that suggested that part (iii) of the proposal be amended to read that ‘the Clerk be authorised to contact volunteers and/or such local contractors as she can contact as appropriate...’ This amendment was seconded by Cllr P Redpath and accepted by Cllr C Carritt.

The Deputy Mayor also proposed a further amendment so that a total of 8 salt bins be purchased, the other six being in locations to be decided, and this motion was seconded by Cllr Thomas.

RESOLVED (12 for, 1 against, 3 abstained)

That item (i) be amended so that a total of 8 salt bins be purchased.

The final amended version of the proposal was then voted upon.

RESOLVED

- (i) That budgetary provision be made to acquire from OCC two salt bins at the following locations:
 - a. The Shambles at the Town Hall and

- b. The Shambles at The Crown Pub
- c. Six additional salt bins – location to be decided.
- (ii) That budgetary provision also be made to acquire approx one dozen good quality snow shovels and two strong pneumatic tyred wheelbarrows.
- (iii) That in the event of the sudden onset of snow or ice, the Clerk be authorised to contact volunteers and/instruct such local contractors as she can contact as appropriate and at rates that she deems reasonable to spread salt and clear snow on the towns pavements only in the following priority order:-
 - a. 1st Priority. High Street, Market Street and Oxford Street (from its junction with Rectory Lane to its Junction with Upper Brook Hill).
 - b. 2nd Priority. Park Street, park Lane, Hoggrove Steps, Browns Lane Steps and Hensington Road from the A44 to Bear Close.
 - c. 3rd Priority. At other locations at the discretion of the Town Clerk in consultation with the Town Mayor or Deputy.
- (iv) That Contractors are required to have their own public liability insurance.
- (v) That such delegation to the Clerk be for a maximum of three consecutive days of laying snow and up to a maximum financial expenditure of £3000.00 (three thousand pounds).
- (vi) That this arrangement be reviewed and confirmed, modified or ended each year as part of the annual budget determination in November.

WTC/77/10 *REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – JUNE 2010*

- (i) To receive the list of Payments for June
 Cllr T Gardiner proposed that the list of payments made in the month of June 2010 amounting to £28,691.42 be received and approved. The Mayor seconded this proposal.

RESOLVED

That the list of payments made in the month of June 2010 amounting to £28,691.42 be received and approved.

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

RESOLVED

- (i) That the Property Working Group will investigate possible energy efficiency measures suitable for introduction at the Town Hall and Community Centre.
- (ii) That the financial assistant will review the phone bills to determine whether savings can be made.

- (iv) Mayors Charity Account

The council and received and considered a proposal from the Mayor that a new bank mandate be completed that appointed the Town Mayor and Deputy Town Mayor as authorised signatories on the Mayors Charity bank account.

RESOLVED

That that a new bank mandate be completed that appointed the Town Mayor and Deputy Town Mayor as authorised signatories on the Mayors Charity bank account.

WTC/78/10 **PLANNING APPLICATIONS**

The following planning applications were received and considered:

(a) Ref: 10/0875/P/FP

Change of use of property from residential/retail to full residential.
11 Market Street, Woodstock.

The Deputy Mayor proposed that no comment be made and this motion was seconded by the Mayor, but this proposal was rejected by the Council.

Cllr Mrs J Dunsmore proposed that WTC object to this proposal on the grounds that WTC is against retail properties being changed to residential properties to the detriment of Woodstock. This motion was seconded by Cllr Mrs P Richardson.

RESOLVED (8 votes for, 4 votes against)

That WTC will object to this proposal on the grounds that WTC is against retail properties being changed to residential properties to the detriment of Woodstock.

(b) Ref: 10/0918/P/FP

Erection of first floor extension and alterations to existing building to include insertion of rooflights.
27 Oxford Street, Woodstock

RESOLVED

That no comment would be made.

WTC/79/10 **MEETINGS OF COMMITTEES**

(a) Finance

The Council received and considered the minutes of the meeting of the Finance Committee on 22 June 2010. It also received and considered an updating Budget Review 2010/11 report that had been produced by the Chairman of the Finance Committee and the Mike Upham, former RFO and current financial assistant to the Town Council that aimed to update WTC about what has happened since November 2010 and clarify the current financial position. Cllr P Jay proposed a motion, seconded by Cllr T Gardiner that the following recommendations from the Finance Committee be approved by the Council:

- a. Cancel the DDA works b/f from 2009-10
- b. Cancel the Park Street painting b/f from 2009-10
- c. Cancel the Park Street masonry b/f from 2009-10
- d. Cancel the unspent Bloom fund b/f from 2009-10
- e. Cancel the unspent Christmas Lights fund b/f from 2009-10
- g. Postpone indefinitely the DDA works in 2014-2015
- h. Apply Rectory Lane Garage sale proceeds to free reserves subject to any statutory obligations.
- i. Postpone indefinitely architects competition re Community Centre.
- k. That the budget allocated to Memorial reinstatement in Hensington Road be added to deletions subject to the contract not having been let.

The Finance Committee also recommended that the amount spent on property related maintenance expenditure should be capped in the region of £17k pa until 2015 but that this would need further discussion by the Property Working Group before a recommendation could be brought to Council. Discussion followed.

The Deputy Mayor proposed an amendment to the motion whereby item (h) relating to the proceeds of the Rectory Lane garage sale was removed (and remains ring fenced for Capital Works on the

Community Centre). This motion was seconded by Cllr A Glees. A Member called for a named vote the result of which was as follows:

RESOLVED

That the amendment be approved and that item (h) be removed from the motion.

For: Cllr E Poskitt, Mrs J Dunsmore, A Glees, I Thomas, Mrs A Grant, Mrs T Redpath, P Redpath, Mrs E Stokes, Mrs P Richardson, Mrs V Edwards and J Cooper (11)
Against: Cllrs P Jay, G Myatt, C Carritt and T Gardiner (4)
Abstentions: Cllr Mrs E Jay (1)

Cllr Mrs T Redpath then proposed that the amended motion be referred back to the Finance Committee for further discussion. This motion was seconded by Cllr P Redpath. The Chairman of the Finance Committee and Mr Upham reaffirmed that the situation was urgent and advised the Council against this course of action.

RESOLVED (9 votes for, 5 votes against, 2 Cllrs abstained)

That the amended proposal for budget reductions be referred back to the Finance Committee.

WTC/80/10 ***RE-ORDERING OF THE AGENDA***

Due to the time the Mayor asked the Council to agree to suspend Standing Order 1(b), bring forward Agenda Items 12 (d) and 13 (Property) and 14 (Staff Vacancy) and postpone discussions on all other Agenda items until an Extraordinary Town Council Meeting on 27th July 2010.

RESOLVED

That SO 1 (b) was suspended and that Agenda Items 12 (d) and 13 (Property) and 14 (Staff Vacancy) and postpone discussions on all other Agenda items until an Extraordinary Town Council Meeting.

WTC/81/10 ***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 12 (d), 13 and 14.

WTC/82/10 ***PROPERTY UPDATE***

The Council Member for Property updated the Council about various property matters. The Council Member for Property proposed that WTC accept the advice provided at item (iii) of an email from its solicitors relating to one WTC property. This motion was seconded by the Deputy Mayor. Cllr T Gardiner proposed that the motion be amended and that Carter Jonas be asked to confirm whether in their view there would be rental interest in the property under discussion. This amendment was voted upon.

RESOLVED (10 votes for, 2 against)

That Carter Jonas is to be asked to confirm whether in their view there would be rental interest in the property under discussion.

The amended motion was then put to Council.

RESOLVED (14 votes for)

That WTC accept the advice provided at item (iii) of an email from its solicitors relating to one WTC property and that Carter Jonas be asked to confirm whether in their view there would be rental interest in the property under discussion.

Cllr E Poskitt asked that WTC agree to either renting a skip or employing WODC staff in order that the cellar in the Town Hall can be emptied of combustible material as this is a requirement of the Fire Officer. Cllr I Thomas offered the use of his vehicle and Cllrs P Redpath and J Cooper offered to help with the clearance.

Cllr E Poskitt reported that there were a number of damaged chairs at the Community Centre and asked for Council approval for these to be disposed off.

RESOLVED

That the damaged chairs at the Community Centre be disposed of.

Cllr E Poskitt proposed that the boilers in the Community Centre and Town Hall be routinely serviced as this is a health and safety issue and the services are now due.

RESOLVED

That the boilers in the Community Centre and Town Hall be routinely serviced.

Cllr E Poskitt asked the Council to approve the heads of terms for a 2 year lease of the office number 2, downstairs in the Community Centre. This was seconded by the Deputy Mayor. Cllr T Gardiner asked that the proposal be amended so that the heads of terms include a break clause for both tenant and landlord at the end of year 1. Cllr E Poskitt accepted this amendment.

RESOLVED

That WTC approves the heads of terms for a 2 year lease of the office number 2, downstairs in the Community Centre subject to a break clause being included for both the tenant and landlord at the end of year 1.

WTC/83/10

STAFF VACANCY

The Clerk informed the Council that the Clerk's Assistant had resigned. She has been advised by the South East Employers Association that the post can be offered to another of the candidates that were originally interviewed without the need to re-advertise the post due to the short periods of time involved since the original advert.

The Mayor proposed that a Woodstock resident who was also considered to be a strong candidate at the time of interview be offered the job. This motion was seconded by the Deputy Mayor.

RESOLVED

That a Woodstock resident who was also considered to be a strong candidate at the time of interview be offered the job

Cllr Mrs T Redpath proposed that if this person rejects the offer the post be advertised on the WTC and OALC web sites (with a deadline of 30 July included) and the post also be advertised through the Oxford Times. This motion was seconded by Cllr Mrs P Richardson.

RESOLVED

That if the Woodstock resident in question rejects the job offer the post be advertised on the WTC and OALC web sites and through the Oxford Times.

WTC/84/10

MEETING ADJOURNED

The Mayor then adjourned the meeting and said that the remaining Agenda Items would be addressed at an Extraordinary Meeting of the Town Council.

The meeting rose at 10.50pm

Signed Date